

ENLISTED

PERSONNEL



MANAGEMENT

DIRECTORATE

***COMMANDERS' INFORMATION
GUIDE***

**DEPARTMENT OF THE ARMY
U.S. TOTAL ARMY PERSONNEL COMMAND
ALEXANDRIA, VA
22331-0450**

TAPC-EPZ-A

7 May 2001

MEMORANDUM FOR ALL READERS

SUBJECT: [Enlisted Personnel Management Directorate Commanders' Information Guide](#)

1. This information guide was prepared by the soldiers and civilians of the Enlisted Personnel Management Directorate. It includes information on subjects that soldiers and their commanders most often want to discuss.
2. This information is not intended to make experts of the readers; however, it will provide a starting point, applicable references, and a PERSCOM point of contact for further information.
3. The Enlisted Personnel Management Directorate Commanders' Information Guide is a valuable tool, and I hope that this information can be used and shared by everyone.

/ORIGINAL SIGNED/

Encl

ROBERT L. DECKER
Brigadier General, Army
Director of Enlisted Personnel

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Soldier Assistance Center

The Soldier Assistance Center, Hoffman Building I, located in Room 408, provides assistance to Enlisted Personnel Management Directorate (EPMD) callers and visitors. Callers receive the information they request or are directed to the proper office within EPMD for help. A waiting area is provided for visitors, along with private interview rooms where they may discuss issues relating to professional development, assignments, compassionate reassignments, or other topics of concern, with representatives of their career branch or other appropriate EPMD personnel.

Callers can contact the Soldier Assistance Center by dialing DSN: 221-7792/3, COML: (703) 325-7792/3, or toll free, 1-800-ALL ARMY.

The point of contact is [MSG Buck](#) on COML: (703) 325-4814 or DSN: 221-4814.

Enlistment Bonus Program

The Enlistment Bonus (EB) is a monetary incentive offered to qualified individuals who enlist in the Regular Army for duty in a specific MOS. It is designed to increase the number of quality (test score category I-III A) enlistments in MOSs that are critical and have inadequate first-term manning levels. To ensure success of the EB program, periodic analysis of manpower requirements and recruiting objectives is conducted. Based on the analysis, additions and deletions are made to the list of bonus MOSs, along with bonus level adjustments.

The maximum bonus level was increased from \$12,000 to \$20,000 on 18 November 1999. Current bonus levels range from \$1,000 to \$20,000.

The eligibility criteria is:

High school diploma graduate	Non-prior service
AFQT score of 50 or higher	Must enlist for a period of 2 or more years

Policy and procedures for the EB program are contained in AR 601-210, [Regular Army and Army Reserve Enlistment Program](#), Chapter 5.

The point of contact is [Mr. Brophy](#) at COML: (703) 325-4182 or DSN: 221-4182.

Noncommissioned Officer Education System

The Noncommissioned Officer education System (NCOES) is the keystone for NCO development. NCOES provides leader and MOS skill training in an integrated system of resident training at four levels (primary, basic, advanced, and senior).

The four week, non-MOS specific Primary Leadership Development Course (PLDC) is conducted at sixteen Noncommissioned Officer Academies (NCOA) worldwide. Attendance at PLDC is mandatory for promotion to sergeant. Soldiers will be permitted to appear before the promotion board, but cannot be promoted until they attend PLDC. Commanders and First Sergeants should closely monitor the announced MOS cutoff scores in programming soldiers to attend PLDC.

Combat arms (CA) /combat support (CS) /combat service support (CSS) BNCOC is conducted at proponent service schools. Successful completion of BNCOC is a prerequisite to be considered for promotion to sergeant first class. Effective 1 October 1992, BNCOC became a prerequisite for promotion to SSG. There are 157 skill level two and skill level three courses on line. Training lengths vary from two to nineteen weeks with an average of nine weeks. A one week common core, designed by the U.S. Army Sergeants Major Academy, supplements leadership training received at PLDC. BNCOC is centrally funded by the Department of the Army. Priority for BNCOC attendance is SSG by date of rank, SGT(P) by promotion points, and SGT (MOSs 54B and 88H only). All soldiers attending BNCOC are scheduled via an automated system called the [BNCOC Automated Reservation System \(BARS\)](#). The system provides PERSCOM with an order of merit listing of soldiers eligible to attend BNCOC. The order of merit listing is based on criteria established by ODCSPER and ODCSOPS. The report enables PERSCOM to identify the "best qualified" soldiers for training and nominates them to their commander for verification that the soldier is qualified to attend BNCOC. Commanders have the option of canceling the PERSCOM nomination if the soldier is unqualified. If the commander cancels the nomination, PERSCOM will then select a replacement from the Army wide order of merit list.

Soldiers who attend the [Advanced Noncommissioned Officer Course \(ANCOC\)](#) are selected by the Department of the Army SFC/Advanced Noncommissioned Officer Course Selection Board. The zone of consideration is announced by PERSCOM before each board convenes. An NCO must be an ANCOC graduate to be considered for promotion to MSG. All soldiers selected for promotion to SFC who have not previously attended ANCOC are automatic selectees. All SFCs with a date of rank of 1 April 1981 or later must successfully complete ANCOC in order to be considered for promotion to MSG. Effective 1 October 1993, ANCOC became a prerequisite prior to promotion to SFC. Scheduling is done by the soldiers career branch. Priority for ANCOC attendance is SFC and SSG(P) who have not attended.

The U.S. Army Sergeants Major Course (USASMC) is the only senior level NCOES course and the capstone of NCO education. The USASMC is a nine month resident course conducted at Fort Bliss, TX. Selected individuals may complete USASMC by corresponding studies. Attendance to resident or non-resident training is determined by a Department of the Army Selection Board. Soldiers selected for promotion to SGM or appointment to CSM who are not graduates will attend the next resident USASMC. Soldiers may be deferred for compassionate or medical reasons, but they may not decline once selected. Effective 1 October 1993, USASMC became a prerequisite prior to promotion to SGM.

Contact the [NCOES Section](#) for additional information. The POC is [SFC Blackwell](#) on DSN: 221-5362 or COML: 703-325-5362.

Airborne Training

Airborne training qualifies volunteers in the use of the parachute as a means of deployment, and through mental and physical training, develops leadership, self-confidence, and aggressive spirit.

Airborne training is available on a voluntary basis to enlisted personnel without regard to current assignment, with the exception of selected soldiers who are still in initial entry training (IET). Soldiers will be assigned to an airborne unit upon graduation from school. Volunteers must be highly motivated to complete the required training and successfully perform airborne duties. Because of the unique mission and capabilities of the units, a high state of readiness is required. Accordingly, volunteers will be assigned on a priority basis.

Application for airborne training will be submitted on [DA Form 4187](#) (Personnel Action) with required enclosures, through command channels to PERSCOM, ATTN: TAPC-EPT-FN. Procedures are outlined in [AR 614-200](#), Enlisted Assignments and Utilization Management. An additional reference is [DA PAM 351-4](#), US Army Formal Schools Catalog.

The point of contact is [Ms. Handy](#) at DSN: 221-4651 or COML: (703) 325-4651.

Ranger Training

Ranger training develops leadership skills and knowledge of subjects required to perform as a small unit leader in a combat environment.

Ranger training is available for male soldiers in the following MOS: 11B/C/H/M, 12B, 13F, 14S, 18B/C/D/F, 19D. Male soldiers in the following MOSs: 31C/U, 35E, 54B, 63B, 71D/L/M, 73D, 74C, 75B/H, 88N, 91B, 92A/G/Y, 96B/D, and 97B are afforded the opportunity to attend ranger training provided their follow on assignment is to the 75th Ranger Regiment. Soldiers who are in an authorized ranger MOS and are being assigned to the 75th Ranger Regiment must attend the Ranger Assessment and Selection Program (RASP) and/or Ranger School temporary duty (TDY) and return to the continental U.S. (CONUS) or TDY enroute outside the continental U.S. (OCONUS).

Units sending soldiers TDY and return are authorized to stabilize a soldier for 24 months (no longer than 48 months time on station) upon successful completion of Ranger School.

Application for ranger training (for 75th Ranger Regiment volunteers) will be submitted through command channels to PERSCOM, ATTN: TAPC-EPK-I, 2461 Eisenhower Ave., Alexandria, VA 22331-0452. All requests for TDY and return are submitted through command channels to PERSCOM, Specialized Training Management Branch (TAPC-EPT-F). Selection criteria and application procedures are outlined in [AR 614-200, Chapter 5, Section-1](#).

The point of contact is [SFC Phillips](#) on DSN: 221-5566 or COML: (703) 325-5566.

Special Forces Training

The Special Forces accessions cycle is a two-part program which first assesses in-service volunteers and then sends selected high quality applicants to attend the Special Forces Qualification Course. Because Special Forces entry level is at the staff sergeant level, Special Forces training builds on the experience gained through service in other career management fields (preferably combat arms) to develop skills and knowledge on subjects required to perform primarily in an unconventional warfare role. Special emphasis is placed on cross-cultural sensitivity and language training. Accessions into CMF 18 are handled through an in-service recruiting effort by the United States Army Recruiting Command.

Special Forces training is available for all male soldiers with any MOS, however, combat arms is preferred. Applicants must be in the rank of SPC (P) through SSG and meet the course criteria as outlined in [AR 614-200, Chapter 5, Section I](#), Special Forces Assignments (policy and selection criteria). Once an applicant's packet has been approved by the SF recruiting team, he will be scheduled to attend the Special Forces Selection and Assessment Course (SFAS). The SFAS is a three week TDY and return course designed to screen suitable candidates for the Special Forces Qualification Course (SFQC). Upon successful completion of the SFAS a board directs which MOS each soldier will be trained in based on preference, aptitude, and needs of the force. Applicants are scheduled for a PCS move (with airborne training enroute if necessary) to attend the SFQC. Course lengths vary from 26-57 weeks, depending on the MOS.

Applications for training should be forwarded to the Special Forces recruiting team at Commander, USAJFKSWCS, ATTN: AOJK-SP-R, Fort Bragg, NC 28307-5000. Soldiers interested in the program are encouraged to contact the recruiting team to obtain information and assistance on the entire application and training process at Coml: (910) 432-1818 or DSN: 239-1818.

The point of contact is the [Special Forces Branch](#) on COML: (703) 325-7863 or DSN: 221-7863.

Language Training

Although there are more enlisted linguists in the Army than authorized linguist positions, there is not a proper mix between languages and MOSs. Therefore, the Department of the Army programs linguist requirements each year based on the language required, grade, MOS, and tour history.

In order to properly respond to changing worldwide roles, missions, and contingencies, a sufficient number of linguists must be trained annually at the Defense Language Institute (DLI), Presidio of Monterey, California.

The enlisted language training requirements are projected by PERSCOM and submitted for approval through the Structure Manning Decision Review (SMDR) process for the upcoming fiscal year and the following four years.

The language training quotas are filled through accessions (98C (linguists only), 97E, and 98G), in-service volunteers, reclassifications and reenlistments.

Commands need to consider training time, which can be 24 to 63 weeks for language training, when submitting their linguist requisitions.

The point of contact is [Mrs. Luginbill](#), Military Police/Military Intelligence/Language Branch, at COML: (703) 325-5054 or DSN: 221-5054.

Time Remaining in Service Obligation for Military Schooling

Regulatory guidance on the time remaining in service (TRS) obligation incurred after attending military schools is found in [AR 614-200, Chapter 4](#) (Enlisted Assignments and Utilization Management).

Soldiers who are selected for and attend service schools incur a TRS obligation based on the length of the course. The TRS obligation commences upon completion of the course.

Soldiers with insufficient TRS to meet the prescribed TRS obligation must reenlist or extend before attending training.

The maximum TRS obligation for school attendance is 36 months. TRS requirements for some special training or career development programs may differ from those normally prescribed for military school attendance. Soldiers selected for special training programs must meet the TRS obligation prescribed for the program selected.

Soldiers who met the TRS requirement at the beginning of school attendance do not incur any additional TRS obligations if they are held over or recycled.

The TRS obligation is six months for soldiers attending NCO education System courses, regardless of the length of the course, except for attendance at the U.S. Army Sergeants Major Course, which incurs a 24-month TRS obligation.

Voluntary retirements will not be approved for soldiers until after they have completed all TRS obligations, to include those resulting from school attendance. Request for waiver will be forwarded through the soldier's commander to CDR, PERSCOM, ATTN: TAPC-PDT-S, Alexandria, VA 22331-0479.

The point of contact is [Ms Earnest](#) on COML: (703) 325-6099 or DSN: 221-6099.

Basic Noncommissioned Officer Course Automated Reservation System Report

The Basic Noncommissioned Officer Course (BNCOC) Automated Reservation System (BARS) Report process begins four to six months prior to the first class of each quarter. In the April-May timeframe the process begins for classes that are held October-December (1st quarter of fiscal year). An extract of information on the Total Army Personnel Data Base (TAPDB), PERSCOM's working data base, is used as the basis for scheduling. The extract contains all records of sergeant to staff sergeant and provides personnel, training and assignment data. This information is provided to the Army Training Requirements and Resource System (ATRRS) programmer, who through a series of edits, reduces the population to those eligible to attend BNCOC. The edit program will drop records with blank data (such as date eligible to return from overseas (DEROS) or NCOES code), assignment eligibility and availability (AEA) codes not compatible with school attendance (i.e., bar to re-up), etc. The remaining records are processed in BARS to fill up to 3000 class seats per quarter.

Initial reservations for soldiers in a temporary duty (TDY) and return status are made by Army-wide order of merit list (OML). The BARS will rank order all soldiers by the following priority:

- o SSG by date of rank (DOR)
- o SGT(promotable) by promotion points
- o SGT by DOR for skill level 20 courses only (54B and 88H)

The BARS is the official schedule for all soldiers. A copy of the reservations, candidates and exclusion list is provided to the NCOES Section, PERSCOM. That report is forwarded to the career branches within PERSCOM for verification. The report is returned to the NCOES Section, corrections input into ATRRS, and then rerun and distributed to the MACOMs and installations via ATRRS.

Initial reservations for TDY enroute are made by the career branch.

The TAPDB extract has the soldier's assignment data, and if a match can be found based upon report date/DEROS, the BARS will schedule the soldier TDY enroute. IT IS IMPORTANT TO NOTE THAT A SEPARATE MESSAGE MAY NOT FOLLOW AND THE BARS REPORT SHOULD BE USED TO AMEND THE PCS ORDERS FOR TDY ENROUTE.

The career branch (assignment manager/professional development NCO) can schedule a soldier TDY enroute while working the BARS Report, or they can schedule a soldier any other time while making an assignment by coordinating with the NCOES Section. In the latter case, special instructions will be posted in the permanent change of station assignment data by the career branch once the reservation is made by NCOES.

All BNCOC reservations are entered into ATRRS by the NCOES Section, PERSCOM. All cancellations must come through the appropriate chain of command channels to the NCOES Section. ATRRS has a history file on every soldier scheduled, if the soldier arrived for training or was a no-show, if they were released, failed or graduated. It does not reflect favorably to be a no-show. No-show reports and history files can be run through the installation ATRRS terminal.

The BARS schedules the most qualified, however, if that soldier is no longer qualified, the command must request that the soldier be cancelled by notifying the installation training office or G3 installation training officer/schools manager. The chain of command may send ATRRS Automated Training Application System (AATAS) requests to NCOES at any time on qualified soldiers. These AATAS requests are used by NCOES to substitute soldiers and update the OML. The exclusion list of the BARS provides a list of the soldiers who are not eligible and the reason. If a soldier has overcome the reason (i.e., not a Primary Leadership Development Course graduate), he should be considered as a candidate. The chain of command must report all soldiers who erroneously appear on the exclusion list to NCOES with documentation to update the soldiers record.

Scheduling of TDY enroute reservations is the responsibility of the career branch since it is made in conjunction with an assignment. If the soldier departs the installation prior to notification or the assignment is canceled, the NCOES Branch will substitute a TDY and return soldier for a TDY enroute soldier. THE COMMAND MUST COORDINATE WITH THE CAREER BRANCH. In other words, if the career branch doesn't use the class seat, NCOES may schedule another soldier.

It is better to be a cancellation than a no-show. Commanders are required to cancel reservations within 45 days of BARS receipt so the class seat may be filled by NCOES. When a reservation is canceled within 45 days of the class start date, it is very difficult to find a replacement and chances are the seat will go vacant.

All soldiers scheduled by the BARS Report are given reservations. ATRRS will allow reservations only to the number of quotas for a particular class. All "over booking" will appear as Waits in ATRRS. Since the NCOES Section normally over books most

classes, Reservations and Waits are considered the same and have the same priority. Walk-ins have no priority and are first to be denied entry into the class.

The automated process to update NCOES codes on the TAPDB and SIDPERS involves extracting the graduate data from ATRRS on a daily basis, reformatting the data and entering it into TAPDB to update SIDPERS. The school is required to send all failure academic reports to the NCOES Section for manual input. If the automated system does not update within 90 days following graduation, the soldier or the personnel service battalion can send a copy of the academic report (DA Form 1059, Service School Academic Evaluation Report) to Cdr, U.S. Total Army Personnel Command, ATTN: TAPC-EPT-FN, 2461 Eisenhower Avenue, Alexandria, VA 22331-0457. The academic report will be used for documentation for manual input.

COMMONLY ASKED QUESTIONS

1. How do I get scheduled for BNCOC?

Answer: All scheduling is done through the BARS report, career branch (TDY enroute) or from Army Training Application System (ATAS) requests submitted by the installation training office (G3). Reservations are made in the NCOES Section. If you are on assignment instructions, check with your career branch, otherwise, you must use your chain of command and request the school through your training office. Normally the request will come through AATAS or electronic mail to the NCOES Section. All information concerning classes is available through the installation ATRRS terminal.

2. One of my soldiers said he was scheduled for BNCOC; however, he didn't come down on the BARS Report nor did he go through the chain of command to the G3.

Answer: If the soldier is TDY enroute in conjunction with an assignment, he should have a message from the career branch or special instruction on his orders. If there is a problem with TDY enroute, contact the career branch. If the soldier is TDY and return and did not use the appropriate channels to secure a class reservation, contact the NCOES Section to verify the reservation. Queries will be researched and if it appears that the soldier should not have been scheduled, he will be canceled and a replacement will be identified by the BNCOC manager.

3. As a SGT promotable, I have more promotion points than anyone in the battalion/installation/world and have not been picked up for BNCOC by the BARS Report, but other soldiers with less points are scheduled. Why?

Answer: If all of the other soldiers are in the same MOS, then there is probably an error in your personnel data. The first thing to check is your DA Form 2, Personnel Qualification Record, and verify your promotion status, promotion points and NCOES code. If correct, check the candidates list on the BARS Report to see if your name appears. If it doesn't, check the exclusion roster of the BARS Report. If your name appears, take corrective action based upon the reason for exclusion. The BARS Report is a training report but the solution to most problems lies in the personnel database. If you are the most qualified, submit a request through the chain of command to the installation training office to attend BNCOC.

4. If I meet the cut off score, but am not a BNCOC graduate, is there an exception to policy that allows promotion prior to attending BNCOC?

Answer: Effective 1 June 1999, SGT(P) may be conditionally promoted to SSG, provided the soldier is fully qualified to receive the conditional promotion. If a soldier is not fully qualified and he meets the cut-off scores, the soldier's promotion will be effective the date the soldier graduates from BNCOC.

The point of contact is the [NCOES Section](#), [SFC Blackwell](#), on COML: 703-325-5369 or DSN: 221-5369. Additional questions may be directed to the appropriate BNCOC manager.

Drill Sergeants

To be eligible to enter the Drill Sergeant Program, all noncommissioned officers must meet the prerequisites outlined in [AR 614-200](#), Enlisted Assignment and Utilization Management, [Chapter 8, section 8-13](#).

When selecting soldiers for drill sergeant (DS) assignments, those soldiers who are serving in a table of organization and equipment (TO&E) environment are given first priority, provided they meet the prerequisites established in [AR 614-200, Chapter 8](#).

The PERSCOM conducts a thorough background screening for unfavorable information of DS candidates. Soldiers with Type I reports of unfavorable information disqualifiers will be excluded from DS Duty permanently. Soldiers with Type II reports of unfavorable information disqualifiers will be excluded for consideration for DS Duty for five years from the date of the incident. Listed below are the Type I and Type II reports of unfavorable information disqualifiers:

- Type I reports of unfavorable information disqualifiers - automatic rejection - any records of unfavorable information during the soldier's career involving moral turpitude of the following nature:
 - Sexual harassment; assault of a subordinate, spouse, child; rape; or indecent acts with minors.
 - Incest, bestiality, homosexual activities, adultery, sexual activity with subordinate soldiers, or fraternization.
 - Conduct in violation of the Army's policy on participation in extremist organizations or activities.
 - Any court-martial conviction in the soldier's career, provided it has not been reversed by a higher court or other appropriate authority.
 - Any repeat offenders (or combination) of Type II offenses any time during their careers.
- Type II reports of unfavorable information disqualifiers - time related - any record of unfavorable information listed below committed within five years of DS consideration:
 - Driving under the influence (DUI).
 - Assault (other than subordinate, spouse, or child).
 - Any drug offense.
 - Larceny/theft.
 - A traffic violation with six points or more assessed.
 - Any record of unfavorable information other than the above in the past three years.

There are currently three DS schools (Ft. Benning, Ft. Jackson, and Ft. Leonard Wood). Female training is conducted at all schools.

The minimum DS tour is two years with an option to extend up to a maximum of 36 months. Installation/Training and Doctrine Command (TRADOC) commanders may approve third year DS extensions for soldiers between their 12th and 14th month on DS status. All other extension requests will be forwarded to PERSCOM (TAPC-EPK-ID) for final determination.

Career branches will issue assignment instructions upon completion of the soldier's DS tour. Since DS duty is categorized as a table of distribution and allowance (TDA) assignment, career branches will usually assign terminating DSs to a TO&E position whenever possible.

Reassignment after a tour of DS duty outside of PMOS/CPMOS is prohibited.

DSs are not assigned to a short tour (dependent restricted) overseas area immediately following tour completion unless they volunteer for such assignment. DSs submit a [DA Form 4187](#) giving three assignment areas of preference. Career branches will either grant one of the soldier's three assignment choices, defer the choices until the soldier PCS from the installation if strengths don't support the soldier departing at that time, or negotiate with the soldier for alternate locations. Soldiers must ask for locations where their MOS/Grade is authorized. Actual reassignment date is subject to current PCS criteria.

The point of contact is [MSG Wilson](#) on DSN: 221-8904 or COML: (703) 325-8904.

United States Army Recruiting Command Detailed Recruiter Program

The Deputy Chief of Staff for Personnel (DCSPER) exercises staff and technical supervision of the Army recruiting program and establishes policy governing personnel management for enlisted personnel assigned to USAREC. Commander, U.S. Total Army Personnel Command (PERSCOM) establishes procedures for the nomination and assignment of enlisted personnel from all career fields for duty with USAREC.

In accordance with Detailed Recruiting Force Table's of Distribution Allowance (DRFTDA), 4,659 positions for FY00 and FY01, are authorized and are in the rank of SSG. In addition to these authorizations, DCSPER has directed that USAREC be maintained at 112.6 percent of total authorizations.

Because recruiters represent the Army in civilian communities, all USAREC personnel must have high moral character, emotional and financial stability, outstanding personal appearance and bearing, and a favorable record of service in previous assignments. Specific eligibility and selection criteria are contained in [AR 601-1](#), Assignment of Enlisted Personnel to the United States Army Recruiting Command.

Nominees are identified by those enlisted career branches which have enlisted authorizations in the Detailed Recruiter Force. The Recruiting Team at PERSCOM screens all nominations for service as U.S. Army Recruiters. Soldiers selected are scheduled for the Army Recruiter Course (ARC) at Fort Jackson, South Carolina, and are awarded SQI "4" upon successful course completion. They are then detailed to USAREC for a 3-year stabilized assignment. Soldiers are encouraged to volunteer for recruiting duty.

Commanders are required to interview nominees to ensure they meet the selection criteria prescribed in AR 601-1.

The point of contact is [SFC Baity](#) on COML: (703) 325-7902 or DSN 221-7902.

First Sergeants Course

The Chief of Staff of the Army (CSA) approved a policy that all active component (AC) first time first sergeants (1SG) will attend the First Sergeants Course (FSC) prior to assumption of duties. Commanders at every level will support this policy to the fullest to ensure the CSA's intent is realized.

The following guidelines apply:

- Selection priority for soldiers assigned to 1SG positions will be made in accordance with AR 614-200, Enlisted Assignment and Utilization Management, [Chapter 8](#), Paragraphs 8-17.
- All soldiers (MSG/SFC(P)/SFC) selected to fill a 1SG position in continental U.S. and outside continental U.S. (long tours), will attend FSC. In the event emergency requirements preclude sending a soldier to FSC prior to assuming 1SG duties, the soldier must attend FSC within six months of assuming 1SG duties. Waiver authority for this deferred school attendance is delegated to the first general officer in soldier's chain of command. This waiver authority applies to CONUS as well as OCONUS commands.
- Short tour areas, while not exempt from the first time 1SG policy, will be given considerable latitude in complying with the policy for those 1SG positions affected by a tour of 13 months or less. Soldiers who are on short tours of 13 months or less and who are not school trained when selected to fill a valid 1SG position will not be required to attend FSC while in the short tour area. Every effort will be made by PERSCOM to provide a sufficient number of FSC qualified soldiers to short tour commands.
- The award of the skill qualification identifier (SQI) "M" will be made based on the criteria in AR 611-21. Approval authority for award of SQI "M" will remain with the soldier's battalion commander (or equivalent), and the PSB will publish orders awarding the SQI. As an exception, soldiers in short tour areas may be awarded the SQI "M" by the first GO in the chain of command after 180 days of successful completion of duty. Soldiers awarded the SQI "M" in short tour areas, who are not school trained, should attend the FSC prior to the next assignment as a 1SG. Soldiers serving less than 180 days as a 1SG in a short tour area will be treated as a first-time 1SG upon reassignment, and all regulatory requirements must be met regarding attendance at FSC prior to future 1SG assignments.
- All requisition authorities in CONUS/OCONUS are required to identify 1SG positions with the appropriate trailer data for SQI "M."
- Commanders selecting soldiers for 1SG duty must obtain branch clearance from PERSCOM in accordance with AR 614-200, Chapter 8, paragraph 8-19.
- Once Branch clearance is obtained, installations/commands will ensure assignment eligibility codes and stabilization's are submitted in accordance with [AR 614-5](#), Stabilization of Tours, and [DA PAM 600-8-2](#), Standard Installation/Division Personnel System (SIDPERS) Personnel Service Center Level Procedures. Commanders must submit under separate cover a request for stabilization IAW AR 614-5 in order for soldiers to be stabilized this will preclude reassignment of soldier until completion of 1SG duty.

Points of contact are [SFC Carter/Ms.Holst](#) COM: (703) 325-4591 or DSN: 221-4591.

Procedural Guidance for the Linkage of Noncommissioned Officer education System to Promotion - Advanced Noncommissioned Officer Course and U.S. Army Sergeants Major Course

The Deputy Chief of Staff, Army, approved conditional promotions to SFC and SGM for those soldiers whose sequence numbers have been reached but who have not completed Advanced Noncommissioned Officer Course (ANCOC) or U.S. Army Sergeants Major Course (USASMC) through no fault of their own.

Those soldiers who prior to 1 Oct 93, failed to complete ANCOC or USASMC due to academic or disciplinary reasons, or who were denied enrollment (e.g., overweight) will not be promoted. SSGs who were released from or denied enrollment to ANCOC may apply for reinstatement to ANCOC and, if reinstated, will be promoted upon successful completion with an effective date and date of rank as of the date of graduation.

Those soldiers who, on or after 1 Oct 93, accept a conditional promotion, and who are subsequently denied enrollment, declared a no-show, become academic failures, or otherwise do not meet graduation requirements, will have their promotions revoked by PERSCOM, Promotions Branch (TAPC-MSP-E) and will be administratively removed from the centralized promotion list. De facto status will be granted and they will retain the pay incurred from the effective date of promotion to the date the soldier was disenrolled, denied enrollment, or failed to show on the report date for that class. Date of rank will be that of the prior grade held. Soldiers who must terminate their course early for bona fide medical or compassionate reasons will not have their promotions revoked. However, those promotions remain conditional until completion of the required course.

Soldiers who, on or after 1 Oct 93, are denied enrollment, declared no-shows, become academic failures, or otherwise do not meet the graduation requirements prior to their sequence numbers being reached, will not be promoted and will have their names administratively removed from the centralized promotion list. Provided otherwise eligible, SSGs removed from the list will be considered by the next regularly scheduled board.

Soldiers will not be reinstated to the USASMC unless course termination was due to bona fide medical or compassionate reason. The general court-martial convening authority for USASMA will approve all removals/dismissals from the USASMC. Those SGMs who have their conditional promotions revoked will be administratively removed from the centralized promotion list and will not be eligible for consideration by subsequent promotion boards.

Due to the complexity and sensitivity of this action, it is essential that school commandants immediately report all denials of enrollment, or removals/ dismissals from ANCOC/USASMC via facsimile (DSN: 221-4590 or COML: 703-325-4590) to PERSCOM, NCOES Branch (TAPC-EPT-FN). NCOES branch will determine the soldier's status when circumstances not governed by MILPER message 94-24, 221000Z Oct 93, occur.

The point of contact is [SFC Galloway](#) at COML: (703) 325-0226 or DSN: 221-0226.

Utilization of Enlisted Soldiers

Regulatory guidance for the utilization of enlisted soldiers can be found in [AR 614-200](#), Chapter 3 (Enlisted Assignments and Utilization Management).

Effective utilization of soldiers is a responsibility of every commander, supervisor, and unit personnel officer within the following priorities:

Primary military occupational specialty (PMOS) at the same rank or no more than two ranks higher
Career progression MOS
In shortage or balanced MOS in which the soldier is being trained, if current PMOS is overstrength

To provide further flexibility in the use of soldiers in mission accomplishment, utilization (contrary to the above priorities) is only authorized under the following conditions:

Assignment under combat conditions
Urgent military requirement to satisfy an exceptional need for special duty, not to exceed 90 days
To qualify for a shortage MOS
In support of USAR summer training
Special instructions from PERSCOM
Corporal in a specialist position when no NCO vacancies exist
Surplus soldiers, except CSM/SGM, in a one-rank lower position to preclude PCS
A SMOS, AMOS, or MOS substitute for the PMOS IAW DA PAM 611-21 , Military Occupational Classification and Structure, for a period not to exceed 12 months

The point of contact is [Ms Earnest](#) on COML: (703) 325-6099 or DSN: 221-6099.

Monthly Noncommissioned Officer Promotions

Enlisted promotions are budget constrained and requirements driven. Aggregate promotion allocations by grade are established by Office, Deputy Chief of Staff for Personnel (ODCSPER) and given to Enlisted Promotion Manager, Enlisted Personnel Management Directorate (EPMD). The Enlisted Promotion Manager executes the promotion model which allocates promotions to each MOS and grade in a manner designed to maximize promotions and achieve an equal projected level of fill for each MOS and grade cell. When an MOS does not receive SSG/SGT promotions, it means they do not have soldiers on the eligible list, they are overstrength, or the MOS has reached the level of fill for that month's allocations. MOS without eligibles are identified monthly in a "Star" listing to the local personnel service companies (PSC) and Army Times.

The results of the above process are analyzed each month during a Force Alignment Review (FAR). At the FAR the Director, EPMD, the Enlisted Promotion Manager; and representatives from EPMD divisions, The Adjutant General Directorate (TAGD), and ODCSPER review the promotions for each MOS and grade. Adjustments are made to the distribution of promotion allocations to support readiness considerations, force modernization and MOS conversions.

Promotion eligibles (SFC through SGM) are selected by a centralized selection board and their names are placed on a selection list by MOS. NCOs are selected monthly from these top three selection lists and the monthly list transmitted to TAGD to process the promotion orders. SSG and SGT soldiers are recommended for promotion at unit level. PSCs report recommended soldiers, total promotion points, and board dates through EDAS and SIDPERS. The promotion model selects the SSN and cut-off scores by MOS for SSG and SGT promotions. The selected SSNs are posted to the Total Army Personnel Data Base (TAPDB) for the field to review and transmit promotion validation and promote/non-promote reason codes back to the TAPDB. Cut-off scores are transmitted to TAGD for publication.

The point of contact is [Mrs. Eskridge](#) on COML: (703) 325-8063 or DSN: 221-8063.

Lateral Appointments

Regulatory guidance for lateral appointments is currently found in [AR 614-200](#), Enlisted Assignments and Utilization Management.

General guidance and guidance specific to lateral appointment of SPC to CPL is located in [paragraph 3-14](#). Specific guidance for lateral appointments to first sergeant (1SG) is located in [paragraph 8-22](#). Only soldiers in the rank of master sergeant or specialist are eligible for lateral appointment.

Commanders (LTC and above) may authorize lateral appointment of SPC to CPL without local selection board action provided they are assigned to an authorized NCO position in their career progression MOS (CPMOS). Lateral appointments will be announced by [DA 4187](#) or by Informal Memorandum. The approval of the request will be the only announcement of the lateral appointment.

Soldiers appointed to CPL will retain the grade when reassigned from the NCO position, to include PCS movement. However, unit commander's may laterally appoint CPL to SPC without their consent or board action when:

UCMJ disciplinary action adversely affects the individual's ability to perform NCO duties, or
Demonstrated inefficient performance of technical or supervisory duties occurs

Commanders (LTC and above) may authorize qualified soldiers in the grade of MSG who are serving in authorized 1SG positions within their command to be laterally appointed to 1SG. Lateral appointments will be announced by DA 4187 or by Informal Memorandum. The approval of the request will be the only announcement of the lateral appointment. Upon release from 1SG duties, unit will initiate lateral appointment action to convert soldier's rank from 1SG to MSG. Upon removal of 1SG designation, soldiers are no longer authorized to wear 1SG insignia.

The point of contact is [Ms. Earnest](#) on COML: (703) 325-6099 or DSN: 221-6099.

Establishment of Select Objectives for Senior Noncommissioned Officer Promotion Selection Boards

Select objectives for promotion to senior NCO (SFC - SGM) are determined by the Director, Enlisted Personnel Management Directorate, PERSCOM and approved by the Office, Deputy Chief of Staff for Personnel.

Enlisted promotions are budget constrained and requirements driven. Once all the promotions in an MOS are exhausted from the oldest list, then promotions in that MOS begin off the next list. Currently, select objectives are being established to exhaust a list within 12-15 months.

A Selective Objective Review (SOR), chaired by the Director, EPMD is conducted to approve the select objectives for each MOS. The select objectives are further defined by primary and secondary zone and forwarded to ODCPSER for delivery to the promotion board.

The point of contact is [Mrs. Eskridge](#) on COML: (703) 325-8063 or DSN: 221-8063.

Enlisted Distribution Policy

The HQDA Enlisted Distribution Policy is designed to maximize personnel readiness consistent with rules outlined in [AR 220-1](#) (Unit Status Reporting) and HQDA goals. It provides a means to allocate shortage and redistribute overage MOSs occurring within the Army due to the turbulence of force structure/drawdown actions. Additionally, it is written to improve the distribution procedures for specially qualified soldiers (i.e., Special Qualifications Identifier (SQI), Additional Skill Identifier (ASI), and Language Identification Code (LIC)).

The "single source of authorizations" used to distribute enlisted soldiers is the PMAD (Personnel Management Authorization Document). The PMAD applies recent personnel decisions not yet reflected in the PERSACS (Personnel Structure and Composition System) to Army authorizations by grade and MOS.

HQDA enlisted distribution priorities are as follows:

- Priority 1: PPG1 and 2 units. These units are to be manned 98 to 100 percent, at grade and MOS, throughout the fiscal year. PPG2 units may receive up to 15 percent grade substitution. The Ranger Regiment is targeted to 102 percent of its authorizations.
- Priority 2: Contingency Force Units, 2d ID, and Force Support Package I units. These units are to be manned 98 to 100 percent in the aggregate. An exception to this policy is the 82d Airborne Division which is targeted to receive 100 percent of its aggregate enlisted authorizations.
- Priority 3: These units will be targeted with equal shares of the remaining enlisted inventory after fill of priority 1 and 2 organizations.

Headquarters, Department of the Army, Active Component, Enlisted Distribution Policy is provided annually by the ODCSPER prior to the beginning of the fiscal year.

The point of contact is [LTC Ehrmantraut](#) on COML: (703) 325-8448 or DSN 221-8448.

The Enlisted Distribution and Assignment System

The Enlisted Distribution and Assignment System (EDAS) is a real time, interactive, automated system which supports the management of the enlisted force. The assignment managers of the Enlisted Personnel Management Directorate (EPMD), PERSCOM process assignments, deletions, and deferments for soldiers via EDAS. The distribution managers use EDAS to create and validate requisitions, and to add or modify requisitions. EDAS also provides enlisted strength management information.

The Total Army Personnel Data Bases (TAPDB) used by EDAS are the:

- Enlisted Personnel Data Base (PERDB)
- Requisition Data Base (REQDB)
- Organizational Data Base (ORGDB), and,
- Statistical Data Base (STATDB)

All of the data bases share data in an interactive environment. Access to the various functions is controlled and managed by the system manager in EPMD. Users employ IBM compatible PCs to process their work, assignments, requisitions and various other duties.

Field users may also use EDAS to validate requisitions, to enter promotion points and to promote soldiers to SGT and SSG, to process requests for compassionate assignments, to access the SFC and MSG promotion lists, to read data to which they are authorized to obtain information on soldiers who are assigned to their commands, and to check on incoming gains. Medical facilities also use EDAS to process Exceptional Family Member Program (EFMP) soldiers.

A recent enhancement includes an interface with Army Training Requirements and Resource System (ATRRS) to bring Automated Control of Trainees (ACT) into EDAS.

The point of contact is [Mrs. Langley](#) on COML: (703) 325-5052 or DSN: 221-5052.

Compassionate Reassignment/Deletion/Deferment and Attachments

To be considered for a compassionate reassignment/ deletion/deferment, soldiers must submit their requests through their chain of command on a [DA Form 3739](#), Application for Assignment/Deletion/Deferment for Extreme Family Problems. Other individuals cannot initiate such action on behalf of the soldier.

Commanders having general court martial convening authority (GCMCA) authority have been delegated the authority to disapprove compassionate requests when they clearly do not meet the prerequisites. Approval authority for compassionate reassignment rests with PERSCOM.

Soldiers may be authorized a reassignment when extreme family problems are a factor and are temporary in nature (to be resolved in less than one year) and when illness, death, or extreme and unusual circumstances necessitate the soldier's presence with his/her family and no other possibility exists for resolution of family difficulties.

Soldiers may be authorized a deletion or deferment from an overseas assignment when extreme or unusual problems require the presence of the soldier in the U.S. for a relatively short period of time. Approval normally is not granted if the problem is chronic in nature and cannot be resolved within a reasonable period of time.

Further, based on the needs of the Army, consideration for reassignment may be afforded those soldiers who have extreme family problems that are not expected to be resolved within a year.

Authorization for attachments for compassionate actions will be requested and approved by Special Actions Branch. Soldiers will be attached for a maximum of 15 days to submit their compassionate actions. They may be attached for an additional 15 days to receive a response from PERSCOM.

The policy is in [AR 614-200](#), Selection of Enlisted Soldiers for Training and Assignment, [Section III](#) in paragraphs 5-8 through 5-13.

The point of contact is [MSG](#) Buck on COML: (703) 325-4814 or DSN: 221-4814.

Deletion, Deferment and Early Arrival of Reenlistment Assignment Instructions

Processing procedures for requesting deletion, deferment or early arrival of soldiers that have reenlistment assignment instructions are as follows:

Deletion, deferment or early arrival requests can be initiated by the soldier or the soldier's commander for operational deferments. Requests for deferment or early arrival will not exceed 120 days from the requirement month to the gaining command, unless exception to policy is approved by PERSCOM.

Operational deletion or deferment requests must be personally endorsed by the first General Officer in the chain of command.

All deletion, deferment or early arrival requests must be routed through the soldier's commander, the personnel service battalion (PSB), to the servicing career counselor. The career counselor will forward the request to Reenlistment Management Branch (RMB) electronically via RETAIN Hotline. Retention Management Division approves or disapproves the request in coordination with the soldier's career branch. RMB will provide approval/disapproval decision to servicing career counselor via RETAIN. Reassignment processing will continue until the deletion or deferment is confirmed through the Enlisted Distribution Assignment System (EDAS).

Retention Management Division (RMD) is the only office authorized to approve deletion, deferment or early arrival of reenlistment assignment instructions. Soldiers waiving their reenlistment commitment may be required to comply with assignment instructions if request is submitted within 120 days of report date. Disapproval of deferment or early arrival requests may be done at any level. All requests for deletion must be forwarded to RMB for approval/disapproval.

This process limits the chance of having unfulfilled reenlistment commitments and minimizes undue hardship on soldiers and their families.

The point of contact is [Mr. Hamilton](#) on COML: (703) 325-5400 or DSN: 221-5400.

Army Exceptional Family Member Program

The Exceptional Family Member Program (EFMP) is based on Public Law 94-142 which entitles handicapped children to free education and all medically related services in pursuit of education. The EFMP includes all family members with special medical and educational needs.

Soldiers enroll through their local Army medical treatment facility. The military sponsor and the attending medical or educational specialist complete enrollment forms. The completed forms are forwarded to the regional EFMP team for review and input into the EFMP data base. Exceptional Family Member enrollment needs to be updated at least every three years or whenever conditions warrant updating.

When a soldier who is enrolled in the EFMP is nominated for assignment, PERSCOM will coordinate with the gaining command to determine if services are available. When services are not available, PERSCOM considers alternative assignment locations based on existing assignment priorities or sends the soldier in an unaccompanied status.

The EFMP policies are as follows:

- o Exceptional Family Member Program information is not maintained in local or DA level files that are viewed by selection boards or assignment managers.
- o All soldiers with assignment instructions for outside the continental U.S. who elect to request dependent travel must have family members medically and educationally screened and, if required, enrolled in the EFMP. This process should be initiated within 30 days of receipt of assignment instructions.
- o Deletion from assignment instructions is not granted solely because of a soldier's enrollment in the EFMP. The EFMP program is designed to be an assignment consideration, if pre-enrolled, and not an assignment limitation. Soldiers could be reassigned to an "all others tour" to meet Army requirements.
- o Deferment for soldiers with family members enrolled in the EFMP is granted when family travel decisions from the gaining command are not finalized.
- o The governing regulation is [AR 608-75](#), Exceptional Family Member Program, dated May 1996.

The point of contact is [Mrs. Cates](#) on COML: (703) 325-4753 or DSN: 221-4753.

Assignment of Female Soldiers - Closed Units

Female soldiers will be assigned in accordance with Direct Combat Probability Coding (DCPC) and are restricted from filling a position with a DCPC of P1 (closed to females). Closed units are restricted to male personnel and are those units (battalion or smaller) that have a routine mission to engage in direct combat, or that collocate routinely with units assigned a direct combat mission. Procedurally, the DCPC is a method for determining the probability of participation in direct combat for individual positions in the Army. Authorization documents (modified table of organizational elements and table of distribution and allowances (TDA)) are coded to reflect the established probability of combat for each position. The primary regulation source for the assignment of females, [AR 600-13](#), Army Policy for the Assignment of Female Soldiers, stipulates that all table of organizational elements positions will be evaluated and assigned either a DCPC code of P1 or P2 (open to females). The TDA positions will be gender neutral.

Key responsibilities require the MACOMs and installations to establish authorization documents containing the proper DCPC codes to correctly identify each position. The TDA positions will be gender neutral unless an exception to policy is requested from DCSPER and approval is obtained to gender code the position. The requisitioning activities must use the DCPC codes to ensure the proper gender identification is included in each requisition submitted. The requisitions are validated at PERSCOM by aggregate strength for grade and MOS with the sex of the soldier selected to fill the requirement determined by the gender identification code contained in the requisition. Installation replacement activities further distribute soldiers to specific units for assignment and are responsible for ensuring that female soldiers are not assigned or diverted to a closed position or unit.

Related references include [AR 71-32](#), Force Development and Documentation Consolidated Policies, and [AR 614-200](#), Enlisted Assignments and Utilization Management.

The fiscal year 2000-2001 HQDA, Active Component, Enlisted Distribution Policy.

The point of contact is [Mrs. Jackson](#) on COML: (703) 325-6099 or DSN: 221-6099.

Human Immunodeficiency Virus

The Army's policy, procedures, and guidance for soldiers infected with HIV are contained in [AR 600-110](#), Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV).

All soldiers are required to be tested for the presence of HIV antibodies at least biennially. The biennial testing is keyed to birth month screening and is monitored by the personnel service battalion/military personnel division.

Soldiers who receive OCONUS assignment instructions, or are scheduled for an OCONUS TDY that will exceed 179 days, must have tested negative within six months of the departure date.

Soldiers who are HIV-positive will not be deployed (PCS or TDY) OCONUS. Soldiers serving OCONUS who are confirmed as HIV positive will be expeditiously reassigned to CONUS.

Soldiers confirmed as HIV-positive in CONUS will be indefinitely stabilized at their current duty station. They will be awarded an AEA code of "B" without a termination date. These soldiers remain eligible for other CONUS assignments in accordance with the needs of the Army and PCS policies.

The fact that HIV-positive soldiers are nondeployable does not preclude their assignment to a table of organization and equipment (TOE) or modified TOE deployable unit in CONUS, except for the closed units listed below. Commanders may not impose additional assignment restrictions on HIV-positive soldiers without first obtaining Deputy Chief of Staff for Personnel approval. Soldiers may be assigned to units for a normal tour (a normal tour for these purposes is three years from reporting date to the unit).

The U.S. Army Special Operations Command and Ranger organizations are totally closed to HIV-positive soldiers.

Soldiers who are HIV-positive will not be assigned to the following organizations, if the soldier's medical condition requires frequent medical follow-up and the duty location would be geographically isolated from an Army medical treatment facility capable of providing that follow-up:

TOE or MTOE units if previously diagnosed as HIV positive.
U.S. Military Entrance Processing Command
U.S. Army Cadet Command
U.S. Army Recruiting Command

These soldiers remain eligible for NCOES attendance. However, they will not attend any formal schooling that will cause the soldier to be assigned to a closed unit. Additionally, they are not eligible to attend any military-sponsored educational programs which would result in an additional service obligation. These restrictions do not include those MOS producing courses required for career progression (e.g., 91A requires formal school training in 91B/91C to be eligible for promotion to SSG).

Those HIV-positive soldiers still meeting the medical retention standards of AR [40-501](#), Standards of Medical Fitness, remain eligible for reenlistment. However, they may only reenlist for Option F-1 (Regular Army) or Option F-2 (Current Station Stabilization) IAW [AR 601-280](#), Total Army Retention Program.

The point of contact is [Ms. Earnest](#) on COML: (703) 325-6099 or DSN: 221-6099.

Married Army Couples Program

Regulatory guidance for the Married Army Couples Program (MACP) can be found in [AR 614-200](#) (Enlisted Assignments and Utilization Management), [AR 614-30](#) (Overseas Service), and [AR 614-100](#) (Officer Assignment Policies, Details, and Transfers).

Married, regular army couples desiring assignments to establish a common household may request enrollment in the MACP. When one member of the couple is not an active army soldier, they may not enroll in the program but may request reassignment to join their spouse if they are married to a member of another U.S. military service or to a member of the reserve components who is called to active duty for one year or more.

Married army couples must be enrolled on the HQDA Total Army Personnel Data Base (TAPDB) to be considered for joint assignment. Under the MACP, both soldiers will be considered for a joint assignment at the point when either of the two is nominated by Total Officer Personnel Management System (TOPMIS) or the Enlisted Distribution Assignment System (EDAS). If the assignment is from continental U.S. to overseas, PERSCOM will coordinate the two requirements with the appropriate overseas command or liaison office. Both soldiers will receive their assignments/pinpoint assignments in the same TOPMIS/EDAS cycle, or the special instructions in the assignment instructions will state that a married Army couple assignment was considered but could not be accommodated.

Enrollment is a simple process of verifying that two soldiers are married to one another and having this information transmitted from the servicing military personnel division/personnel service battalion to the TAPDB. A separate standard installation/division personnel system transaction is required for each spouses' social security number and component (i.e., commissioned, warrant, or enlisted) to be entered on the master files of both soldiers. Once enrolled, both soldiers will be continuously considered for joint assignments. Enrollment in the MACP guarantees that both soldiers will be considered for a joint assignment. Although readiness is the number one priority, the Enlisted Personnel Management Directorate strives to accommodate joint domiciles whenever possible.

Our latest review reveals 21,710 enlisted soldiers enrolled in the MACP. Of that number, 17,370 (80 percent) were serving on joint domicile assignments.

The point of contact is [Mrs. Hodge](#) on COML: (703) 325-2738 or DSN: 221-2738.

Single Parents/Guardians

Single parents/guardians are Army members who are sole parents or sole guardians of minor family members because they:

have no spouse	are legally separated	divorced	widowed	residing without their spouse, or
sole custody of family members unable to provide for themselves (handicapped/infirm), regardless of age				

Soldiers will arrange for the care of their family members so as to:

Be available for duty when and where the needs of the Army dictate
Be able to perform assigned military duties without interference

Soldiers will not receive special consideration in duty assignments or duty stations based solely on their responsibility for family members.

Enlisted soldiers who are single parents/guardians must have on file with their immediate commander a Family Care Plan Counseling Checklist and a Family Care Plan ([AR 600-20](#), Army Command Policy). The Family Care Plan will be submitted to the unit commander within 30 days from the date of counseling.

Unit commanders may approve or disapprove the Family Care Plan in accordance with criteria outlined in [AR 600-20](#). If disapproved, the soldier is afforded 30 days from date of disapproval to establish a workable Family Care Plan. Soldiers unable to establish a workable plan may be processed for separation under the provisions of [AR 635-200](#), Enlisted Personnel.

The Family Care Plan will be recertified or revised at least annually:

During the anniversary of the soldier's birth month
After any change of circumstances requiring a change in family care arrangements, or
Whenever the soldier is mobilized, deployed, or processed for overseas movement

The point of contact is [Mrs. Jackson](#) on COML: (703) 325-6099 or DSN: 221-6099.

Sole Surviving Son/Daughter and Family Exclusion

Regulatory guidance for assignment of sole surviving son or daughter is found in

[AR 614-200](#), Enlisted Assignments and Utilization Management, paragraph 5-7. Sole surviving sons or daughters, upon request (or request from soldiers' immediate family) for noncombat duty, may not be assigned to duties normally involving actual combat or to duty where the soldier might be subjected to hostile fire. Soldiers may waive entitlement to this assignment limitation, whether the entitlement was based on request of the soldier or the soldier's immediate family.

Soldiers who have waived sole surviving son or daughter status may request reinstatement of that status at any time. Commanders with GMC authority are approval authorities for requests for reinstatement. Requests for reassignment instructions will be sent to HQDA (TAPC-EP_-(appropriate career branch)).

Separation policies pertaining to soldiers who become a sole surviving son or daughter after enlistment are contained in AR 635-200.

The point of contact is [Ms. Earnest](#) on COML: (703) 325-7201 or DSN: 221-7201.

Threat-to-Life

The PERSCOM receives threat-to-life cases from soldiers, commanders, third parties and other government agencies for investigation and determination if a change of assignment is necessary.

In the continental U.S. (CONUS), the local commander or installation will provide for the security of the soldier. A LTC or above in the soldier's chain of command will provide written supporting documentation. The chief law enforcement officer at the installation or civilian police will provide written supporting documentation. The Enlisted Personnel Management Directorate ([EPMD](#)), Special Actions Branch reviews supporting documents and makes the final decision on assignment; reassignment is coordinated with the EPMD, Distribution Division.

Outside the continental U.S. (OCONUS), the local commander will provide for the security of the soldier and coordinate with the applicable PERSCOM Liaison Office. The PERSCOM Liaison Office will gather written supporting documentation as in CONUS cases. The PERSCOM, Special Actions Branch reviews supporting documents and makes final decision on assignment. Reassignment is coordinated with the EPMD, Distribution Division.

The Criminal Investigation Command will telephonically request reassignment on carded informants in accordance with the Memorandum of Understanding between the U.S. Army Criminal Investigation Command and PERSCOM.

Telephonic or message coordination of all threat-to-life cases with PERSCOM, Special Actions Branch is authorized. Address correspondence to Headquarters, PERSCOM, ATTN: TAPC-EPC-S, 2461 Eisenhower Avenue, Alexandria, VA 22331-0455.

The point of contact is [MSG Buck](#) on COML: (703) 325-4814 or DSN: 221-4814.

Change in Overseas Tour Status

Change of tour requests are normally approved, provided the government has not expended funds for shipment of household goods or movement of dependents and the gaining command has concurred with the change. Additionally, a soldier may be required to extend or reenlist to meet tour length requirements.

Requests are normally not favorably considered if the government has expended funds for shipment of household goods or movement of family members. Exceptions to policy are considered under extenuating circumstances.

[Army Regulation 55-46](#), Travel of Dependents and Accompanied Military and Civilian Personnel to, from, or between Overseas Areas, the Joint Travel Regulation ([JFTR](#)), and [AR 614-30](#), Overseas Service, are the applicable regulations.

Address correspondence to Headquarters, PERSCOM, ATTN: TAPC-EPC-S, 2461 Eisenhower Avenue, Alexandria, VA 22331-0455.

The point of contact is [MSG Buck](#) on COML: (703) 325-4814 or DSN 221-4814

Consecutive Outside Continental U.S. Tours

Regulatory guidance pertaining to consecutive overseas tour (COTs) is found in [AR 614-30](#) (Overseas Service), Chapter 4. Soldiers who volunteer to serve two full consecutive outside continental U.S. (OCONUS) tours are authorized government paid travel for themselves and command sponsored family members to leave locations equal to the distance to the soldier's home of record. Soldiers may travel greater distances provided they pay the additional travel costs. The leave location is not restricted to continental U.S. (CONUS) and must normally be between the two tours. The government paid travel is the only benefit associated with a COT; any leave used is chargeable to the soldier.

To be eligible for a COT, soldiers must complete current prescribed tour plus any voluntary extensions and agree to serve another full tour plus leave and travel time between tours. COTs fall into two categories:

- o Consecutive OCONUS tours that involve a permanent change of station (PCS), the intratheater COT (a PCS within the same theater) and the intertheater COT (a PCS between two theaters). Each OCONUS area is designated in AR 614-30, [Table B-1](#). Overseas MACOM commanders may approve an intratheater COT provided operational move quotas have been issued by PERSCOM. Intertheater COTs must be approved by PERSCOM.

- o Consecutive OCONUS tours that do not involve a PCS - the In-Place Consecutive OCONUS Tour (IPCOT). This is basically a foreign service tour extension (FSTE) equal to the prescribed tour for the OCONUS area concerned (plus any leave **and travel time taken between the two tours**). Overseas MACOM commanders may approve IPCOTs. All IPCOTs for soldiers in joint or unified commands, except for Allied Command Europe, must be approved by PERSCOM.

Funding for the authorized government paid travel for COTs comes out of HQDA Military Personnel Army (MPA) funds. Soldiers must serve two full tours except as follows voluntary and involuntary COTs (intra and intertheater) may have either the first tour, the second tour or both tours curtailed down to the equivalent of two "all others" tours for the OCONUS area concerned. The U.S. Total Army Personnel Command is the approval authority for COT curtailment down to the equivalent of two all others tours. The Assistant Secretary of the Army for Manpower and Reserve Affairs must approve COT curtailments below the equivalent of two all others tours.

Neither the first tour nor the second tour may be curtailed for an IPCOT.

The point of contact is [Mrs. Hodge](#) on COML: (703) 325-2738 or DSN: 221-2738.

Curtailment of Outside Continental U.S. Tours

Regulatory guidance for the curtailment of outside continental U.S. OCONUS tours is found in [AR 614-30](#) (Overseas Service), [Chapter 5](#). In cases where approval authority for curtailment of OCONUS tours is PERSCOM, fully justified requests must be initiated by the first colonel (O6) in the chain of command and forwarded through command channels to reach PERSCOM no later than 45 days prior to requested departure date.

Commanders of overseas major commands (MACOM) may, at any time, curtail the tour of a soldier who has or may discredit or embarrass the United States, or jeopardize the commander's mission (except in Alaska, Hawaii or American Territories).

Overseas MACOM commanders may also curtail tours when family members are moved to the U.S. because of the health or death of immediate family members living with the sponsor. The curtailment decision will be based on the urgency of the soldier's continued presence with members of the family and the recommendations of command medical authority. Commanders are cautioned not to authorize curtailments based solely on lack of medical or educational services until all means of resolution have been exhausted.

Additionally, OCONUS MACOM commanders may approve curtailments of soldiers and cases that involve potential defections, extreme personal hardship, expeditious removal of a soldier from the command in the best interests of the service and threat to life.

Notify PERSCOM as soon as possible of the soldier's scheduled departure date for issuance of assignment instructions.

Curtailments approved at the OCONUS MACOM level must be approved by a general officer. This authority may not be delegated.

The point of contact is [Mrs. Hodge](#) on COML: (703) 325-6099 or DSN: 221-6099.

Overseas Ineligibles

Army Regulation (AR) [614-30](#) (Overseas Service), [Table 3-1](#), describes eligibility for overseas service criteria in detail. Although PERSCOM may act on any of these in accordance with [Appendix C](#), the primary action is return of pregnant soldiers.

If a soldier is on orders to an overseas area and is determined to be pregnant prior to movement, the soldier is an overseas ineligible. The soldier's condition must be reported to the local personnel service battalion (PSB), in the continental U.S. CONUS, or the local PSB and PERSCOM outside the continental U.S. (OCONUS), following hospital examination and presentation of written documentation to verify pregnancy. Soldiers who are enroute to their next duty station should notify the closest Army installation PSB of their status.

The PSB or OCONUS PERSCOM will contact PERSCOM, Special Actions Branch. Coordination will be made with the soldier's career branch and orders issued. Special Actions Branch will provide telephonic authority, confirmed in EDAS, for second permanent change of station move following coordination with Assistant Secretary of the Army for Manpower and Reserve Affairs (if appropriate) and assignment instructions. Address correspondence to Headquarters, PERSCOM, ATTN: TAPC-EPC-S, 2461 Eisenhower Avenue, Alexandria, VA 22331-0455.

The point of contact is [MSG Buck](#) on COML: (703) 325-4814 or DSN: 221-4814.

Homebase/Advanced Assignment Program

The Homebase/Advanced Assignment Regulatory guidance for the Homebase/ Advanced Assignment Program is found in AR 614-200, [Chapter 2](#), Section VIII, Selection of Enlisted Soldiers for Training and Assignment. The HAAP is designed to reduce permanent change of station (PCS) costs and the number of PCS moves by soldiers and their families. The program has two options. Homebase assignment projects the enlisted soldier to return to the same installation upon completion of a 12-month dependent-restricted short tour. Advanced assignment projects the enlisted soldier to be assigned to a new duty station upon completion of a 12-month dependent-restricted short tour.

Only sergeants through master sergeants assigned to 12-month dependent-restricted short tour areas are authorized to participate in the HAAP. The HAAPs will not be given to enlisted soldiers who voluntarily elect to serve a 12-month "all others" tour when assigned to an accompanied tour area.

Specialists/Corporals and below and master sergeants (promotable) and above are not eligible for the HAAP. A specialist (promotable)/corporal (promotable) promoted prior to departure from the losing duty station is eligible for a homebase or advanced assignment. The personnel service battalion/military personnel division (PSB/MPD) must submit a written request to PERSCOM (appropriate career branch). However, a soldier promoted to sergeant after arrival in the short tour area is not eligible for a homebase or advanced assignment.

Participation in the HAAP is optional. Soldiers participating in the HAAP are notified of their homebase or advanced assignment prior to departure from their duty station. Soldier's desiring not to participate in the HAAP will have their PCS orders annotated and will be assigned to the needs of the Army upon their return from the short tour area. The PSB/MPD will forward a copy of the PCS orders to PERSCOM, (ATTN: appropriate career branch).

Family members who relocate to the advance assignment duty station are not authorized placement on the waiting list for on-post government quarters. Placement will be authorized when the soldier completes the dependent- restricted short tour and signs in at the new duty station. When soldiers extend their foreign service tour, the HAAP assignment will be canceled. When soldiers are selected to attend the Sergeants Major Course upon return to the continental U.S., the original HAAP assignment no longer applies.

Although the Army attempts to honor all enlisted HAAP assignments, changes in assignments are sometimes necessary to meet the needs of the Army. Changes in HAAP assignments are most often caused by the change in authorizations at the gaining command. When this occurs, PERSCOM offers the enlisted soldier three available locations from which to select.

If the soldier desires a change in the HAAP location, the soldier should contact his/her career branch within 90 days of the enlisted distribution assignment system cycle transmittal date, which contained their assignment instructions. They will be asked to provide three preferences for assignment where their MOS and grade are authorized.

The point of contact is [Mr. Ken Emerson](#) on COML: (703) 325-4430 or DSN: 221-4430.

Deletion, Deferment, Early Arrival, and Stabilization

Deletions, deferments, early arrivals, and stabilizations are provided as a means to allow the Army and the individual soldier to meet needs and commitments with the least possible turmoil. Deletions, deferments, early arrivals, and stabilizations are authorized for command, personal, operational, or administrative reasons.

No-shows monthly reports have been developed to focus on reassignment failures. This feedback mechanism demonstrates a particular installation's performance compared to the Army standard. It is designed to show late deletions, non-movers, separation deletions, invalid arrivals, late arrival losing, late arrival gaining and past due losses.

The standard for submitting deletion, deferment, and early arrival is 60 days from the date of the Enlisted Distribution and Assignment System (EDAS) cycle transmittal date. This standard provides commanders time to properly execute their reassignment processing. If a soldier becomes disqualified for the assignment after the initial 60-day screening period, a deletion or deferment request must be submitted within 72 hours of the occurrence of the disqualification.

Deletions and deferments for operational requests are based on the understanding that the needs of the Army, at times, necessitate keeping a soldier at his or her current duty station. This is necessary when unusual continuity of effort and specialized training or experience is required. The request must be processed within 60 days of the EDAS cycle transmittal date. Requests for an operational deletion must be signed by a general officer in the local chain of command, and be received by PERSCOM within the time restraints to have the greatest potential for approval. Operational deferments are processed through EDAS and do not require a general officer endorsement.

Stabilization requests are submitted in accordance with [AR 614-5](#) (Stabilization of Tours), [MILPER Memo 95-1](#) (Processing Assignment Eligibility and Availability (AEA) Codes), and [AR 614-200](#) (Selection of Enlisted Soldiers for Training and Assignment) with justification and the recommendation of the chain of command. Requests should not be submitted if the soldier is in receipt of assignment instructions.

The point of contact is [Mrs. Blizzard](#) on COML: (703) 325-4422 or DSN: 221-, or [Mr. Martinez](#) on COML: (703) 325-5460 or DSN: 221-5460.

Command Sergeants Major Assignment Process

Command sergeants major will be assigned only to valid CSM positions which have been designated by the Deputy Chief of Staff for Personnel, Department of the Army.

There are currently 1,153 CSMs authorized and three basic levels of CSM positions: 728 at battalion level; 317 at brigade/group/post; and 122 at the nominative level.

To improve training and readiness, all CSM positions at the battalion and brigade level must be filled with CSMs who have the career management field (CMF) background that relates to the unit. For example, infantry battalions must be filled with CSMs with CMF 11 background. Positions at brigade level will be filled with CSMs based on a specific CMF background as a first priority; however, if an exception is needed, a CSM with a background that is the same as other units within the brigade may be assigned.

The CSM Selection Board objectives are determined based on the desired background MOS reported by the command for each authorized CSM position. These reports are forwarded to the CSM/SGM Branch, PERSCOM annually with updates, when necessary, to report changes.

Unlike other enlisted grades, CSMs cannot be assigned in an excess status. To assist in the management and timely fill of all authorized CSM positions the Army has the CSM Designee Program. A DA Centralized Selection Board will convene annually to select personnel for appointment as CSM. Those selected will be integrated on the CSM Designee Order of Merit List maintained at PERSCOM and appointed as needed.

All assignments of CSM, internal and external, must be approved by the CSM/SGM Branch, PERSCOM. Request for branch clearance must be submitted by letter or message by the command's AG point of contact.

The assignment priority for CSMs is as follows:

- o Serving CSMs have first priority because they cannot be assigned surplus.
- o If a serving CSM is not available, then the second priority is to appoint a CSM(D) who is next on the order of merit list by CMF, regardless of where the vacancy exists or where the individual is stationed.
- o The last priority is to accomplish an operational move, i.e., continental U.S. (CONUS) to CONUS or voluntary/involuntary reassignment within the same overseas command.

Overseas requirements are filled based on a combination of turnaround time for a particular CMF and time on station. Tour equity will vary according to background of the CSM. The normal turnaround time is between three to five years and at least 24 months time on station.

Approximately 90 percent of brigade/group/post positions are filled from within at the local level. Every effort is made to assign a CSM at the same level or higher; however, the majority of CSMs are assigned at the battalion level because of the limited number of brigade-equivalent positions the CSM/SGM Branch is asked to fill.

Nominative positions are filled through a slating process conducted by the CSM/SGM Branch, PERSCOM. The general officer provides PERSCOM special qualifications, background, and specific nominees, if desired. PERSCOM will screen the files internally to identify top nominees and also request recommendations from the MACOMs. After a list of qualified nominees has been determined, a message is sent to their commanders for a recommendation. PERSCOM prepares a packet consisting of the nominee's Personnel Qualification Record, official photograph, biographic sketch, and the current commander's comments. This packet is forwarded to the nominative commander who will make the final selection. The prerequisites for nominative consideration are as follows:

- o Successfully served 12 months or more at brigade/group level or higher.
- o Completed at least 50 percent of overseas tour.
- o Completed at least one year on station if serving on a short overseas tour or within CONUS.
- o Have time remaining to complete a nominative overseas tour.
- o Have time remaining to complete at least 24 months in nominative CONUS tour.

o Meet the special qualifications of the nominative commander.

Waivers of the above criteria are considered on a case-by-case basis.

The point of contact is [SGM Palya](#) on COML: (703) 325-8315 or DSN: 221-8315.

Requisition Allocation and Validation

The Requisition Allocation Plan - CONUS (RAP-C) and the Requisition Allocation Plan - OCONUS (RAP-O) are management tools that allow EPMD distribution managers to distribute available personnel in accordance with ODCSPER distribution guidance. The RAP-C and RAP-O apply to most CONUS installations and OCONUS commands. Special Management Commands, Fill Priority 1 units, and a few smaller commands are closely managed by Command Strength Branch to ensure their strengths are maintained as directed in the DCSPER's Enlisted Distribution Guidance.

Allocations are provided to each installation/command once a month, at the four-character MOSC level of detail. This information is provided to CONUS installation strength managers and OCONUS commands via an interactive EDAS program. The number of requisitions loaded/built are based on the projected strengths and the Enlisted Distribution Target for each command.

Strength managers in the field utilize the Requisition Modification (RM) function in EDAS to complete the requisitions, adding SQI, ASI, language code, and any other requirements such as security clearance, gender, and special instructions. This is the command's opportunity to tell PERSCOM exactly what is needed - instructors, first sergeants, airborne soldiers., etc. ASI management is critical to proper installation strength management, yet we typically see very few requisitions coded with ASI requirements.

Requisitions verified by the field appear in EDAS as unvalidated and cannot be filled until they are validated. EPMD distribution managers ensure that requisitions do not exceed the allocation plan and validate them; career branch assignment managers then fill the validated open requisitions. Requisitions that exceed the allocation plan will not be validated.

Currently, CONUS requisitions are validated (opened for fill) at current month (CM) plus 12. OCONUS requisitions are validated at CM plus 10.

The point of contact is [Mr. Ken Emerson](#) on COML: (703) 325-4430 or DSN 221-4430.

Reenlistment/Reclassification IN/OUT Calls

Reenlistment and reclassification provide soldiers an opportunity to move into a shortage military occupational specialty (MOS) and improve career development/promotion opportunity consistent with the needs of the Army.

[AR 614-200](#), Enlisted Assignments and Utilization Management, and [AR 601-280](#), Army Retention Program, provide reenlistment/reclassification authorities a tool to manage reenlistment, extensions and reclassification of enlisted soldiers.

PERSCOM disseminates reenlistment/reclassification IN/OUT calls throughout the Army via electronic [MILPER Messages](#) and on the automated reenlistment and reclassification (RETAIN) system.

IN/OUT calls are at MOS and grade level of detail. The specific IN/OUT call is adjusted, when necessary, based on the strength of an MOS and availability of in-service training seats.

Reclassification/reenlistments require a reclassification or reenlistment control number (RCN) which is obtained through RETAIN.

The point of contact is [Mrs. Marche](#) on COML: (703) 325-5400 or DSN: 221-5400.

Selective Reenlistment Bonus Program

The Selective Reenlistment Bonus (SRB) Program is a monetary incentive offered to qualified soldiers who reenlist in the Regular Army for continued duty in certain military occupational specialties (MOSs).

The PERSCOM conducts periodic analysis of each MOS in the inventory to ensure the SRB program is supporting its objective and adjusts the list of bonus MOSs, as appropriate.

The SRB is designed to increase the number of reenlistments in critical MOSs and is paid by specialty and grade within established zones. The three zones are:

- (1) Zone A - reenlistment between 17 months and six years of active service.
- (2) Zone B - reenlistment between six to 10 years of active service.
- (3) Zone C - reenlistment from 10 to 14 years of active service. (Zone C bonuses have not been applied since 31 Jan 86.)

The amount awarded for an SRB is computed as follows:

(MONTHLY BASIC PAY) X (YEARS, OR FRACTIONS OF A YEAR (MONTHS) OF ADDITIONAL OBLIGATED SERVICE)
X (SRB MULTIPLIER) = SRB AWARD.

Fifty percent of the awarded bonus is paid at the time of reenlistment. The remaining bonus amount is paid in equal annual installments over the reenlistment contract.

The eligibility criteria for awarding the SRB and other program features are outlined in [AR 601-280, Army Retention Program](#), Chapter 5.

The point of contact is [Ms. Noonan](#) at COML: (703) 325-5400 or DSN: 221-5400.

NOT AVAILABLE

Broken Service Selective Reenlistment Bonus Program

The Broken Service Selective Reenlistment Bonus (BSSRB) Program became effective 1 April 1988. The objective of the BSSRB is to increase the level of mid-career soldiers in specific skills. The bonus is offered to prior service Army soldiers who were qualified in the bonus skill immediately prior to their last discharge or release from active duty and who agree to reenter the Army in that skill.

Changes to the BSSRB program are announced with the Selective Reenlistment Bonus (SRB) Program by [MILPER message](#). The BSSRB does not include all Military Occupational Specialties (MOS) that are in the SRB program. It is mainly targeted to special forces, military intelligence and high tech MOS. Multiplier levels listed for the BSSRB are sometimes one level lower than those listed for the current SRB program.

Policy and procedures for this program are addressed in [AR 601-280, Army Retention Program](#).

The point of contact is [Ms. Noonan](#) on COML: (703) 325-5400 or DSN 221-5400.

Primary Military Occupational Specialty Reclassification Program

The Department of the Army reclassification authority is the Commander, PERSCOM, with the program administered by the Reclassification Management Branch (RMB), Retention Management Division (RMD).

Reclassification is any action which changes a soldier's Primary Military Occupational Specialty (PMOS). General categories are voluntary, mandatory/involuntary, fast track/branch initiative, and DA-directed, which includes actions resulting from revision of the Military Occupational Specialty (MOS) structure or elimination of an MOS from the Army inventory. Actions are individual or commander-initiated requests, or based on approved force alignment reclassification plans. The primary difference in reclassification categories is the method of processing necessary to reach a decision.

Voluntary reclassification, to include FAST TRACK/Branch Initiative, is from an overage to shortage MOS. The MOS priority for other categories is into a shortage MOS, but if none are available, then into a balanced MOS. The hierarchy for determining a new MOS is within the soldier's current career management field, career branch, career division and then the needs of the Army.

Reclassification of soldiers in an MOS being revised or eliminated is completed following instructions provided in the appropriate [DA Circular 611 series \(Implementation of Changes to the Military Occupational Classification and Structure\)](#).

Direct conversion, where one MOS converts into one or more MOS, relies on specific criteria and processing of a transaction to update the appropriate data bases. MOS training normally is not required.

Department of the Army-directed reclassification requires a decision to determine the new MOS each soldier will be reclassified into, using MOS eligibility criteria and the above hierarchy. Soldiers receive appropriate MOS training.

Eligibility for MOS training and PMOS reclassification is based on each soldier's qualification as defined by regulatory policy. Each action is considered on a case-by-case basis, and is processed on the Reenlistment, Reclassification, and Reserve Component System (RETAIN). RETAIN processing includes scheduling of training, assigning (if appropriate) and upon completion, issuing of the required reclassification control number. Reclassified soldiers are formally trained in the new MOS, if not already MOS trained.

The point of contact is [Mr. Brumbaugh](#) on COML: (703) 325-5400 or DSN: 221-5400.

Total Army Retention Program

The Army Retention Program is a critical element of manning the Army's war fighting units and meeting endstrength. Retention objectives are determined by the Deputy Chief of Staff for Personnel. Quarterly retention objectives are issued to major commands who further issue the objective to their subordinate commands. Retention objectives focus on the Army's initial and mid term soldiers who have not made the decision or commitment for a full 20 year career with additional emphasis on soldiers who have an expiration term of service (ETS) within the current fiscal year (FY). The FY ETS objective is a sub-element of the combined initial and mid term objective. These soldiers have a direct impact on the Army meeting endstrength for the current FY. Soldiers with an ETS in the next FY are also needed for the future, but do not substitute for the current year's manning requirements. Commanders, leaders and counselors primary focus must be on this ETS mission in order for the Army to meet its near term readiness needs. There is also a retention objective for the Reserve Components for initial and mid-term soldiers who transition from the regular Army. Transfer of Regular Army soldiers to a National Guard or United States Army Reserve unit achieves and maintains Army readiness in critical skills in the Reserve Components.

Recent changes affecting the retention program are highlighted below:

Special MOS Alignment Promotion Program

The Army continues to have SGT shortages in certain skills. Therefore, the Special Military Occupational Specialty (MOS) Alignment Promotion Program, approved for implementation 1 October 1999, allows soldiers in the rank of CPL/SPC (promotable) who are serving in a MOS with promotion stagnation and who are otherwise qualified, the opportunity to reenlist for the retraining option or to request reclassification into selected MOS. Upon completion of training and award of new MOS soldiers will be promoted the first day of the month following the completion of training. Additional information pertaining to eligibility requirements and MOS in the program is contained in [MILPER message number 00-220](#).

Critical Skills Eligible for new SSG Retention Control Point (RCP)

The RCP for SSG serving in critical skills as identified in [MILPER message number 00-221](#) is changed from 20 years active federal service (AFS) to 24 years AFS. Soldiers serving in these critical skills must have 19 years AFS in order to request retention to the new RCP. Interested soldiers should contact their career counselor to determine eligibility for the new RCP and for processing instructions.

Korea Reenlistment Option

Soldiers who qualify for the overseas reenlistment option and desire to reenlist for Korea can be guaranteed a return assignment to Fort Hood, Fort Bragg, Fort Campbell, Fort Stewart, Fort Drum, Fort Carson, Fort Riley, Fort Polk, Fort Lewis or Europe if soldier elects to participate in the guaranteed return assignment portion of the option. Interested soldiers should contact their career counselor to determine eligibility for this option and for processing instructions.

Suspension of the 90 day reenlistment window

The reenlistment eligibility window starts when the soldier is 12 months prior to the end of current enlistment and ends when the soldier is 1 day inside of 3 months of the end of current enlistment. The policy that prohibits reenlistment after this period, unless authorized as an exception by Retention Management Division, is modified as indicated below:

Soldiers who are otherwise fully qualified, but within 90 days of ETS, will be authorized to reenlist, without Retention Management Division approval for the following options.

Option 1 - All soldiers within 90 days of ETS except:

- Soldiers in the rank of SGT (promotable) and below, in an overstrength MOS, not currently on assignment instructions, are restricted to option 3 only.
- Initial term soldiers in the rank of SGT (promotable) and below, in an overstrength MOS, currently on assignment instructions are authorized option 1 or 3 only.

Commanders Override Program

The Commanders Override Program, used to retain high quality soldiers who decline to reenlist for assignments or Army service schools offered by the RETAIN system, was an extremely valuable tool for commanders during FY00. Every effort is made by the career counselor to sell what is offered on RETAIN before referring the request to the soldier's commander. The first LTC

commander or CSM in the soldier's chain of command may initiate the request by contacting the appropriate retention office. The Commanders Override Program will continue to be invaluable to commanders in FY01 as the Army continues its efforts to place emphasis on meeting the new Chief of Staff of the Army's first imperative to man the force.

The point of contact is [Mr. Canada](#) at COML: (703) 325-5400 or DSN: 221-5400.

Excellence in Retention Program

The Excellence in Retention Program (ERP) was implemented 1 January 1992, and is designed to target soldiers for retraining who are approaching their expiration term of service (ETS) and are serving in an overstrength military occupational specialty (MOS). The ERP policy is contained in [Army Regulation 601-280, Army Retention Program](#). The key points are:

All soldiers in the grade of PFC through SGT whose MOS is overstrength, as identified with a "YES" out call on the [Reenlistment/Reclassification In/Out Calls MILPER Message](#), will be considered for the ERP.

Once an MOS is identified as being overstrength, Reenlistment Management Branch (RMB) will submit a request to the career management field (CMF) analyst in Training Division (TD) to provide projected authorizations and operating strengths for each MOS by skill level and aggregate. This data will be utilized to establish the projected target needed to balance the soldier's skill. A memorandum will be submitted to each MOS branch/career division for input on projected targets. The MOS branch/career division recommendations will then be presented to the Chief, Retention Management Division (RMD) for decision on placement in the ERP.

The Chief, RMB will provide a weekly report with all MOSs in ERP to TD, MOS branch/career division and Chief, RMD. This report will include the original target and progress to-date to ensure MOS is removed from reenlistment control without exceeding the established target. When a target has been met, RMB will prepare a SAM for TD, MOS branch/career division and Chief, RMD to have the MOS removed from reenlistment control.

Soldiers in an overstrength MOS who meet one of the following criteria will be allowed continuance in current primary MOS through the Regular Army Reenlistment Option or may reclassify through the Army Retraining Option:

Initial term soldiers:

Specialist with less than three years active federal service (AFS) at ETS.

Specialist (promotable) with three or less years AFS at ETS.

Specialist (promotable) with four or less years AFS at ETS and 575 or more promotion points.

Sergeant or above.

On DA-directed orders.

Mid-career soldiers:

Sergeant (promotable) with seven or less years AFS at ETS.

Sergeant (promotable) with seven or more years AFS at ETS and 650 or more promotion points.

Mid-career and career soldiers who are on DA-directed orders will be offered Regular Option only.

Initial and mid-career soldiers with less than 10 years active Federal service not meeting the criteria of initial term or mid-career above will be offered the Army Retraining Option only.

Placement of an MOS in ERP does not prevent the processing of extensions to satisfy existing service remaining requirements.

The point of contact is [Mr. Hamilton](#) on COML: (703) 325-5400 or DSN: 221-5400.

Movement Option Waitlist Processing Procedures

Initial term and mid-career soldiers serving in balanced or shortage military occupational specialties (MOSs) are eligible to reenlist for movement-type options. If, at the time of processing, there are no locations available in the soldier's MOS and skill level, the career counselor will place the soldier on the RETAIN waitlist. The soldier can list up to four areas of preference.

If the soldier is enrolled in the Married Army Couples Program (MACP) or the Exceptional Family Members Program (EFMP), a RETAIN hotline must be processed under joint domicile/EFMP category before further action can be taken. Failure to process a hotline will force Reenlistment Management Branch (RMB) to remove the soldier from the waitlist.

Soldiers that are enrolled in the MACP have two options:

- 1) they will both disenroll from the program for reenlistment processing; or,
- 2) they will be considered for joint domicile.

Disenrollment requests require a copy of both [DA Forms 4187](#), Personnel Request faxed to RMB at DSN: 221-9543 or COML: 703-325-9543 (ATTN: WAITLIST) and followed by a hotline to the "WAITLIST" category. RMB will provide a copy of the DA 4187s to each soldier's branch.

Soldiers cannot request to be disenrolled from the EFMP unless the medical personnel clear the family member of the medical condition. Soldiers will not be denied reenlistment options solely for being in the program. All movement options will be coordinated with EFMP point of contact, PERSCOM.

The RMB will coordinate with Distribution Division to obtain an assignment for the soldier within 30 days of the soldier being placed on the waitlist.

If a valid requirement exists at one of the soldier's preferences, the soldier will be matched for that assignment. If there are no requirements for the soldier's preference, RMB will make offers to the soldier for available locations. The soldier loses eligibility for the option after six offers are made and the soldier does not accept or, accepts the offer then declines the assignment. However, the soldier may process for any other option for which he/she may qualify.

The point of contact is [Mr. Hamilton](#) on COML: (703) 325-5400 or DSN: 221-5400.

Operation Engage

On 18 September 1995, the Enlisted Personnel Management Directorate (EPMD) announced five new communication tools. The goal was to enable soldiers to more easily participate in their career management and to develop and foster an ongoing dialogue with their career managers.

Interactive Voice Response System (IVRS) regularly receives over 5,000 calls a day and has not exceeded its 30 simultaneous call capability. Soldiers are using IVRS mainly to obtain automated assignment and Army schools information. This is the most popular tool with the field because of its 24 hour a day availability and ease of access via the 1-800-FYI-EPMD phone number. Soldiers stationed outside the continental U.S. (OCONUS) may only access IVRS through defense switched network (DSN) numbers. Currently, soldiers can access information regarding their assignments, schools and special programs like drill sergeant and recruiter duty. However, an upgrade package will go on line that will allow soldiers to verify enrollment in the Married Army Couples Program and Exceptional Family Member Programs, and check the status of compassionate actions and reclassifications, once a personnel identification number (PIN) has been issued. Currently, PIN numbers are not available but PERSCOM is working to use the same PIN as the Defense Finance and Accounting Service (DFAS). On 10 April 1997, we removed the ability of initial entry training (IET) soldiers to access assignment instructions. They will now only get that information from their chain of command.

The EPMD sends an average of 4,000 PERSGRAMs out each week. The PERSGRAMs are primarily used to provide direct soldier notification on assignments or deletion/deferment from assignment. Career managers also use PERSGRAMs to communicate important career management information to individual soldiers.

The EPMD changed our [e-mail addresses](#) to be more user friendly. The addresses begin with "ep" for enlisted personnel and end with the branch acronym (e.g., [epinf@hoffman.army.mil](#)) so users can easily identify their branch manager's address. Career branches continuously receive e-mail notes from around the world.

The EPMD Pocket Information Card has IVRS, e-mail and fax addresses along with branch office symbols. The EPMD has sent over 490,000 cards to installations throughout the Army.

EPMD installed [fax machines](#) in all career branches and now routinely receives faxes from individual soldiers and the personnel community from around the world.

The EPMD has several other initiatives on the horizon. We are developing the Assignment Preference Function. This automated function will provide personnel activities a list of authorized assignment locations (geographic/installation) by MOS to assist soldiers in making an informed assignment preference. This function will involve more soldiers in their assignment process. This function should be fielded in the spring/summer of 2000.

The point of contact is [Mrs. Blizzard](#) on COML: (703) 325-5460 or DSN: 221-5460.

The Army Weight Control Program

Regulatory guidance for The Army Weight Control Program can currently be found in [AR 600-9](#), The Army Weight Control Program, and Interim Change No. 1 (IO1) in the Interim Action Change Packet for All Ranks Personnel Update 15, dated 4 March 1994. However, AR 600-9 will be updated and revised in fiscal year 2000. The IO1 will remain in effect until superseded by the revised AR 600-9.

The Army Weight Control Program sets forth standards and provides incentives designed to motivate soldiers to comply with Army standards. When soldiers fail to comply (including soldiers who become pregnant while on the weight control program), promotion, command assignments, and school attendance are affected. A soldier's reenlistment eligibility may also be affected by the soldier being overweight.

Soldiers flagged ([DA Form 268](#), Suspension of Favorable Personnel Actions) under the provisions of [AR 600-8-2](#), Suspension of Favorable Personnel Actions (Flags), for being overweight are reassignable and deployable. On reassignment from one unit to another, the flag and weight control records are transferred to the gaining unit.

All soldiers scheduled to attend professional military schooling must be screened prior to departing their home station or losing command. Soldiers exceeding the established screening table weight will not be allowed to depart their command until the commander has determined they meet body fat composition standards.

Soldiers arriving at any DA board select school or those who make a permanent change of station (PCS) to a professional military school overweight will be processed for disenrollment and, if applicable, removed from the DA board select list. The soldier will be notified in writing of the proposed action, basis for action, and the consequences of denied enrollment and removal from the selection list. The soldier will then be afforded an opportunity to submit a rebuttal but must do so within five working days of disenrollment or removal notification. The approval authority in such cases is the soldier's general courts-martial convening authority. If enrollment is denied, the soldier will be reported as immediately available for assignment and attached to the installation (not school) pending assignment instructions from PERSCOM.

Soldiers arriving at professional military schools (other than DA Board or PCS schools) overweight will be denied enrollment without further processing and reassigned as follows:

- o Soldiers arriving for training in a temporary duty (TDY) and return basis will be immediately returned to their home station.
- o Soldiers arriving for training TDY enroute will be attached to the training installation and reported to PERSCOM for clarification of their follow-on assignment instructions.

Commanders will remove soldiers administratively from the Weight Control Program as soon as the body fat standard is achieved, and lift the suspension of favorable personnel action on the soldier. The removal action correspondence will be filed in the soldier's military personnel jacket for 36 months from date of action.

If satisfactory progress is not made after a period of six months in the weight control program, and no medical reason exists to cause the overweight condition, the unit commander will initiate a mandatory bar to reenlistment under [AR 601-280](#) or administrative separation proceedings IAW [AR 635-200, chapter 18](#).

If a unit commander determines within 12 months following removal from a weight control program that a soldier exceeds the body fat standard and no underlying or associated disease process is found as the cause of the condition, the unit commander will initiate separation proceedings.

Soldiers who meet the weight standards and become pregnant will be exempt from the weight standards for the duration of the pregnancy plus the period of six months after termination of pregnancy. If required, they will be entered in a weight control program after completion of the six months following termination of pregnancy provided approval has been granted from a medical doctor that they are fit for participation.

The proponent for AR 600-9 is Office of the Deputy Chief of Staff for Personnel (DAPE-HR-PR), [LTC Le Doux](#) on COML: (703) 695-5729 or DSN: 225-5729.

The point of contact for the above information is [Mrs. Hodge](#) on COML: (703) 325-2738 or DSN: 221-2738.

Remission or Cancellation of Indebtedness for Enlisted Soldiers

The purpose of this program is to remit or cancel government debts that fall under appropriated funds and are considered to be unjust or cause undue hardship or suffering for the soldier and his/her family.

A debt may only be considered under this program prior to, or at the time of, an enlisted soldier's honorable discharge and in only those amounts which are uncollected at the time of the unit commander's signature on DA Form [3508-R](#), Application for Remission or Cancellation for Indebtedness.

A request should be submitted through normal chain of command channels IAW Army Regulation (AR) [600-4](#), Remission or Cancellation of Indebtedness of Enlisted Members, using DA Form 3508-R. All requests must contain fully supportable justification for injustice or hardship, be supported and recommended by the chain of command, and thoroughly investigated by the local finance officer. Commanders should be thoroughly familiar with AR 600-4, which provides detailed policy and procedures for processing inquiries. Address correspondence to Headquarters, PERSCOM, ATTN: TAPC-EPC-S, 2461 Eisenhower Avenue, Alexandria, VA 22331-0455.

The point of contact is [Mrs. Cates](#) on COML: (703) 325-4753 or DSN: 221-4753.

White House, Congressional and Very Important Person Correspondence

Congressional, White House, and very important person (VIP) telephonic and written inquiries about soldier or family problems include questions regarding assignments, location of soldiers, reentry into the Army, deletions and deferments, utilization of soldier in MOS, schools, training, medical and disciplinary actions, health and welfare of soldier, reconsideration of compassionate reassignments.

Special Actions Branch, Enlisted Personnel Management Directorate (EPMD) coordinates the reply to these special correspondence inquiries with appropriate career branches, and/or other organizations as required. The EPMD responds to over 1,200 White House, Congressional and VIP inquiries annually.

Army Regulation (AR) [1-20](#), Legislative and Liaison, and [AR 1-9](#), Administration - White House Correspondence, provide policy and procedures and processing inquiries.

The point of contact is [Mrs. Cates](#) on COML: (703) 325-4753 or DSN: 221-4753.

U.S. Army Regimental System

The purpose of the U.S. Army Regimental System (USARS) is to enhance combat effectiveness through a framework that provides the opportunity for affiliation, develops loyalty and commitment, fosters an extended sense of belonging, improves unit esprit, and institutionalizes the war fighting ethos.

Combat Arms soldiers (Air Defense Artillery, Armor, Aviation, Cavalry, Field Artillery, Infantry, and Special Forces) may affiliate with any of the combat arms regiments consistent with their primary military occupational specialty (PMOS), specialty code, special qualification identifiers (SQI), or additional skill identifiers (ASI). Combat Arms soldiers may change their regimental affiliation at any time; however, the regimental selection must be associated with the soldier's PMOS or specialty. Most of the current combat arms regiments, along with restrictions, are listed in Table 7, [AR 600-82](#).

Combat support (CS), combat service support (CSS), and Special Branch soldiers may also affiliate with their appropriate regiment which operates under a "whole branch" concept. For example, soldiers in Career Management Field (CMF) 71, may affiliate with the Adjutant General's Corps Regiment; soldiers in CMF 91 may affiliate with the Army Medical Department Regiment.

All combat arms soldiers generally affiliate with a regiment upon arrival at their first unit of assignment. The CS, CSS, and Special Branch soldiers are usually affiliated with their regiment upon completion of advanced individual training (AIT), the Officer's Basic Course, or Warrant Officer's Candidate Course.

All regimental affiliation requests will be submitted through the chain of command to servicing Military Personnel Divisions or Personnel Services Battalions to PERSCOM for top of system loading to the Enlisted Record Brief or the Officer Record Brief. Requests for Regimental Affiliation from enlisted soldiers should be sent to: Commander, U.S. Total Army Personnel Command, ATTN: TAPC-EPS-C, 2461 Eisenhower Avenue, Alexandria VA 22331. Requests for Regimental Affiliation from Commissioned and Warrant Officers should be sent to: Commander, U.S. Total Army Personnel Command, ATTN: TAPC-OPE (Air Defense Artillery), or TAPC-OPE-A (Armor), or TAPC-OPE-V (Aviation), or TAPC-OPE-F (Field Artillery), or TAPC-OPE-I (Infantry), or OPE-SF (Special Forces), or TAPC-OPW (Warrant Officers), 200 Stovall Street, Alexandria, VA 22322

The Point of Contact is [Mr. John L. Locke](#) at COML (703) 325-4709 or DSN 221-4709. The mailing address is Commander, PERSCOM, ATTN: TAPC-EPS-C, 2461 Eisenhower Avenue, Alexandria, VA 22331-0456.

Special Duty Assignment Pay

Special Duty Assignment Pay (SDAP) is a monthly monetary incentive paid to enlisted soldiers who qualify for, and serve in, designated special duty assignments requiring either extremely demanding duty or duties of an unusually high degree of responsibility. The SDAP monthly pay rates range from SD-1/\$55 to a maximum of SD-6/\$375 for the following categories:

- Soldiers in the position of production recruiters (includes SQI "4"), recruiter trainers, or guidance counselors are authorized \$375 per month.
- Recruiters in the position of recruiting battalion operations NCO or exhibitors (includes AMEDD Detachment operations NCO and trainers) are authorized \$275 per month.
- Staff recruiters are authorized \$220 per month.
- Regular Army and Reserve component career counselors are authorized one rate of pay, \$165 per month. Tiering for career counselors was eliminated.
- Attache' noncommissioned officers whose PMOS is 71L and have an additional skill identifier (ASI) of "E4" are authorized \$165 per month.
- Command sergeants major (CSM) assigned to positions where their rater/senior rater/reviewer are all general officers are authorized pay rates as follows:

One Star	SD-1 (\$55)
Two Star	SD-2 (\$110)
Three Star	SD-3 (\$165)
Four Star	SD-4 (\$220)

- Special Forces soldiers in career management field 18 positions are authorized \$110 per month.
- Designated noncommissioned officers with skill identifier (SQI) "V" (airborne ranger) with 1 year of service in a ranger coded SQI "V" position in the 75th Ranger Regiment are authorized \$110 per month.
- Drill sergeants (DS) are authorized one pay rate of \$275 per month effective 1 Dec 97. All soldiers upon graduation from DS school will receive the \$275 rate effective the date assigned to an authorized DS position. All current SDAP recipients will be paid the \$275 rate effective 1 Dec 97.
- Special designated personnel as determined by Headquarters Department of the Army are authorized variable pay rates based on longevity in present assignment.

A MILPER message, number 00-252 was released on 19 September 2000, that authorized Air Traffic Control (ATC) Operators and Criminal Investigation Command (CID) special agents to receive SDAP. ATC whose PMOS is 93C grade E3 and above will be eligible for two pay levels based on their position. (a) individuals enrolled in a facility training program and designated staff positions will receive \$165 per month. (b) individuals who are facility rated and current in the facility to which assigned, and maintain a valid class IV (ATC) flight physical will receive \$220 per month. CID special agents whose PMOS is 95D are authorized \$165 per month.

The point of contact is [Ms. Khair](#) on COML: (703) 325-4169 or DSN: 221-4169.

Flight Pay

Flight pay is designed to attract and retain volunteers in an aviation career. Title 37, United States Code, separates the Flight Incentive Pay Program into two types of pay, aviation career pay and hazardous duty pay.

Aviators receive pay based on years of service (\$125 - \$840 per month). The aviation career pay is known as Aviation Career Incentive Pay (ACIP) for officers who are rated aviators (commissioned and warrant officers) and performing by meeting minimum flight times and proficiency requirements.

Pay for hazardous duty is known as Hazardous Duty Incentive Pay (HDIP) and is payable to non-rated aviation personnel who are required to perform frequent and aerial flight while serving as:

- o Crewmembers - personnel assigned to and performing duties essential to in-flight operation of aircraft or duties required to complete specific mission of aircraft. Pay is based on rank and years of service - Officers (commissioned and warrant), \$150 - \$250 per month; enlisted, \$150 - \$240 per month.

- o Noncrewmembers - personnel assigned to and performing in an authorized position with duties directly related to the in-flight mission of the aircraft that cannot be performed by crewmembers. Pay is \$150 per month for both officer and enlisted personnel.

Flying to qualify for HDIP must be a product of the performance of duties which requires the soldier to be placed on flying duty.

Army Regulation (AR) [600-105](#), Aviation Service of Rated Army Officers, is the governing regulation for Army aviators. [AR 600-106](#), Flying Status for Nonrated Army Aviation Personnel, provides policy and criteria for entitlement to noncrewmember and crewmember flight pay. [DOD Financial Management Regulation](#), Volume 7A, Chapter 22 contains crewmember pay rates by-grade (Table 22-1) and ACIP rates by years-of-aviation-in-service (Table 22-6).

The point of contact is [Mr. Marche](#) on COML: (703) 325-4524 or DSN: 221-4524, or, [Ms. Brown](#) on COML: (703) 325-8701 or DSN: 221-8701.

Incentive Pay (Hazardous Duty)

The Army offers incentive pay to induce personnel to volunteer for and remain in hazardous skills on a career basis. All personnel who qualify to receive hazardous duty incentive pay receive the same pay rate regardless of the duty; \$150 per month for both officer and enlisted personnel. The Department of Defense Financial Management Regulation provides criteria for entitlement to the pays and applicable payrates.

A brief description and prerequisites for the different pays follow:

- **Demolition.** Payable to qualified explosive ordnance disposal specialists. Officers who hold Area Of Concentration 91E and enlisted personnel with PMOS 55D are eligible for the pay since entitlement is based on primary duty assignment.
- **Experimental Stress.** Payable to personnel participating as human experimental subjects in duties utilizing acceleration/deceleration experimental devices, in thermal stress experiments, and in low- pressure or high-pressure chamber duty . Thermal stress experiments conducted at the Natick Research Lab, Natick, MA, and pressure chamber operations at Fort Rucker, AL, and the Armed Forces Institute of Pathology, Washington, D.C.
- **Toxic Pesticides.** Payable to personnel who perform duties involving frequent and regular exposure to highly toxic pesticides. They must be assigned to positions under orders that require them to perform the function for a period of 30 consecutive days or more.

The point of contact is [Mr. Marche](#) on COML: (703) 325-4524 or DSN: 221-4524.

Special and Incentive (Hazardous Duty) Pays

The Army pays soldiers money above normal pay and allowances to compensate for continuous exposure to the various risks and dangers inherent to these duties.

The monthly pay rates for special and incentive pays are as follows:

TYPE PAY	OFFICERS/ENLISTED	BASED ON
SPECIAL PAY		
Diving Pay	\$150-\$340	divers rating
Career Sea Pay	\$50-\$520	grade and years of sea duty
*Career Sea Pay Premium	\$100	performance for 37th consecutive month sea duty and each subsequent month
Foreign Language Proficiency Pay (FLPP)	\$100-\$300	language difficulty and soldier's proficiency
Special Duty Assignment Pay (Enlisted only)	\$55-\$375	duty assignment and experience
Overseas Tour Extension Incentive Pay (OTEIP) (Enlisted only)	\$80 or 30 days non-chargeable leave or 15 days non-chargeable leave and round trip to CONUS, or \$2,000 lump sum (specific MOSs)	extension of OCONUS tour for a minimum of one year in OTEIP MOS
INCENTIVE PAY (HAZARDOUS DUTY)		
*Demolition Duty	\$150	duty performed in an authorized position
*Toxic Pesticides Duty	\$150	duty performed involving frequent and regular exposure to highly toxic pesticides
*Experimental Stress Duty	\$150	duty performed as a human test subject or pressure chamber duty
FLIGHT PAY		
Aviation Career Incentive Pay (ACIP)	\$125-\$840	years of aviation service
Crewmembers - Officers/Warrants Enlisted	\$150-\$250 \$150-\$240	rank and years of service
*Non-crewmembers	\$150	authorized duty related to in-flight mission of aircraft that cannot be performed by assigned crewmembers

*Indicates exact rates for officers or enlisted. All others fall within a range.

The point of contact is [Mr. Marche](#) on COML: (703) 325-4524 or DSN 221-4524, or, [Ms. Brown](#) on COML: (703) 325-8701 or DSN: 221-8701, or, [Ms. Khair](#) on COML: (703) 325-4169 or DSN: 221-4169.

Special Pay

The Army offers special pay to attract and retain volunteers by compensating them for the greater than normal rigors of such duty.

Career Sea Pay and Career Sea Pay Premium were approved for Army personnel in 1982 and made retroactive to 1 January 1981. Enlisted personnel and warrant officers establish entitlement to the pay while permanently or temporarily assigned to a ship under the following conditions.

- o While serving on a ship the primary mission of which is accomplished while underway.
- o While serving on a ship the primary mission of which is normally accomplished while in port, but only during a period the ship is away from its home port. A ship is considered away from its home port whenever it is at sea, or it is in a port that is more than 50 miles away from its home port.

Personnel serving under one of the conditions outlined above receive pay based on rank and cumulative years of sea duty (\$50 - \$350 per month). Personnel who have served on sea duty for over 36 months receive an additional \$100 per month (premium pay) for the 37th consecutive month and each subsequent month.

Diving pay is paid to officers and enlisted personnel who qualify as either marine divers or combat divers. They must be assigned to and be performing diving duties in authorized positions. Pay for diving duty ranges from \$110 - \$300 per month based on level of diving achieved. AR 611-75, Management of Army Divers, is the governing regulation.

The point of contact is [Mr. Marche](#) on COML: (703) 325-4524 or DSN: 221-4524.

Foreign Language Proficiency Pay

The Foreign Language Proficiency Pay (FLPP) is a monthly monetary incentive paid to officers, warrant officers, and enlisted personnel who qualify for and maintain the required proficiency in a designated foreign language.

Effective 1 Apr 00, the National Defense Authorization Act raised FLPP to \$300 a month and new rates were established. A new category of FLPP was authorized for non-career linguists (FLPP II).

There are two levels of pay for FLPP entitlements. FLPP I - Is the level of pay for career linguists who are proficient in a critical language and assigned to a documented linguist position or those soldiers who are in the exempt categories for assignment. The payments range from \$100 - \$200 for one language and \$50 increments for additional languages up to a maximum of \$300. FLPP II - Is the level of pay for non-career linguists who are proficient in a language but are not assigned to a language position and are not required to be proficient in a language to maintain their MOS or branch code. The payments range from \$50 - \$100 and soldiers can only be paid for one language for a maximum of \$100. FLPP payments are based on proficiency ratings in listening, reading and/or speaking with a minimum of 2/2 proficiency rating. Annual recertification is a requirement for FLPP eligibility.

An ALARACT message was released from DCSPER on 11 April 2000 that implemented the rate changes and new FLPP category.

The point of contact is [Ms. Khair](#) on COML: (703) 325-4169 or DSN: 221-4169.

Overseas Tour Extension Incentive Program

The Overseas Tour Extension Incentive Program (OTEIP) is a monthly incentive offered to enlisted soldiers in specific military occupational specialties (MOS) who extend their current tour for at least one year.

OTEIP has been in existence since 1981 and is reviewed annually. It is designed to improve personnel retention, enhance unit readiness by providing longer tour stabilization and turn-around time (TAT) in continental U.S. CONUS. Eligible soldiers may choose one of the following entitlements:

- o Special pay of \$80.00 per month, or
- o 30 days consecutive non-chargeable leave, or
- o 15 days consecutive non-chargeable leave and round-trip transportation to CONUS and return for the soldier only, or
- o \$2,000 lump sum (specific MOSs).

Originally designed for all soldiers serving in space imbalanced MOS (SIMOS) and/or MOS with CONUS TAT of less than 24 months. The program was adjusted to permit more precise target identification. Current application is as follows:

- o SIMOS by grade
- o MOS/grade combinations which are either short or hard to fill outside continental U.S.
- o MOS with CONUS TAT of less than 24 months.

A MILPER message, number 01-023 was released on 24 October 2000, that implemented the revised OTEIP MOS changes.

The OTEIP program can be used as a distribution tool for either short or hard to fill OCONUS requirements. The program pays for itself and saves millions of dollars in PCS funds.

The point of contact is [Ms. Khair](#) on COML: (703) 325-4169 or DSN: 221-4169.